2011

Adra Match Accounts

User manual AMA version 13

This manual contains a user guide with descriptions of features.

Adra Match
2011

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Guide Adra Match Accounts

Preparations

- Export an account statement as a text file from your Financial Ledger (referred to herein as “ERP”) containing the accounts you wish to reconcile. Usually this is done via a Report or Export – function in your ERP system.

    - Create a folder on a network drive where you can save the files.

  e.g. G:\AccountMatch\(name_of_ERP)
    - Create a backup folder where Adra Match Accounts will move the imported files.

  e.g. G:\AMAccounts\(name_of_ERP)\Backup
    - The file must be a text file. Excel files can be used if it is saved as a TAB-delimited text file.

- Obtain your bank statement as a text file from your bank.

    - Contact your bank for further instructions on how to do this. Most banks provide this service via their web-site or through online banking software.
    - Create a folder on a network drive where you can save the files.

  e.g. G:\ AMAccounts\(name_of_bank)
    - Create a backup folder where Adra Match Accounts will move the imported files.

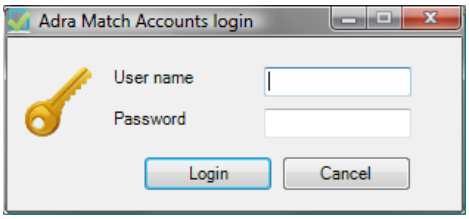
  e.g. G:\AMAccounts\(name_of_bank)\Backup

Daily routines

- Download the text file (account statement) from your ERP system
- Download the text file (account statement) from your bank
- Log in to Adra Match accounts
- Import the file from your ERP system and bank into Adra Match Accounts
- Verify that the post-import balance is the same as the balance on your bank- and ledger account(s)
- Run the automatic reconciliation routine(s)
- Reconcile exceptions manually where not auto-matched or investigate and resolve
- Produce and Print reports

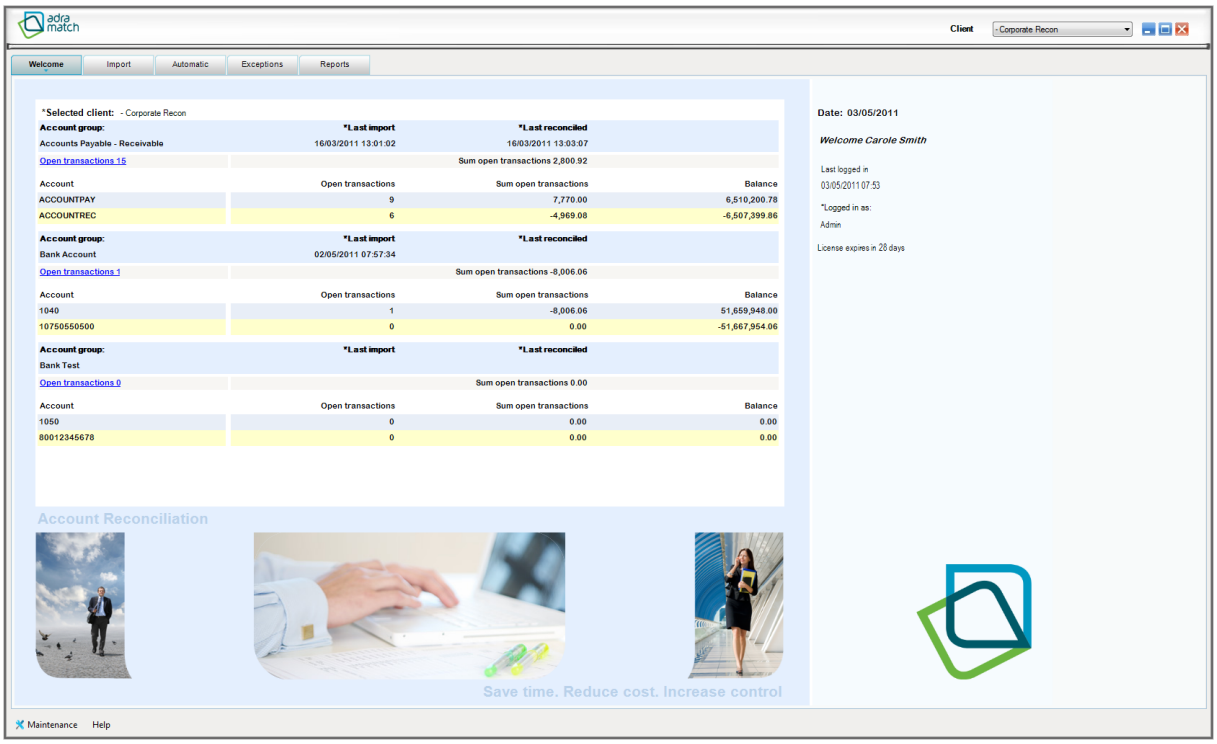
Login

Log in with the username and password you have been assigned.



Welcome Page

Once logged in, Adra Match Accounts will show a welcome page displaying the account groups of the clients the user has access to.



The Welcome Page works like a dashboard showing all clients that are available to the user logged on. Select Client in the box in the right upper corner. The welcome page will then display all the Account groups belonging to the client you chose.

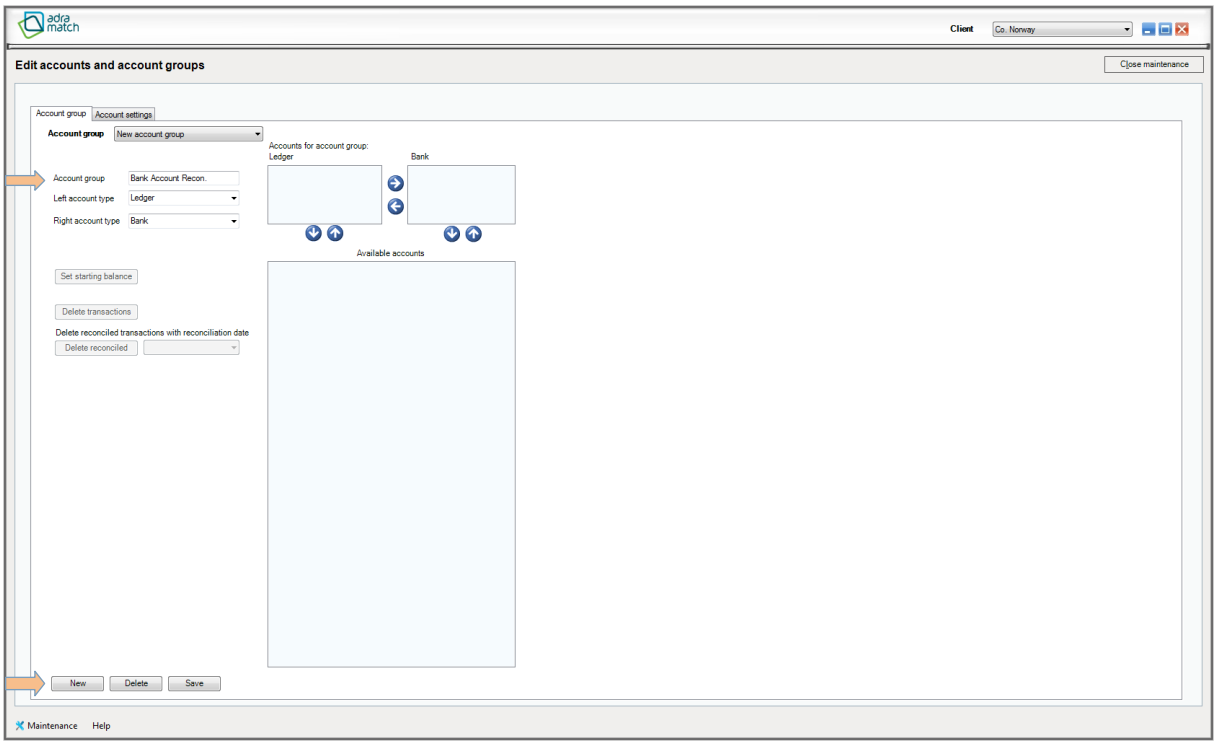
Edit accounts and account groups

Before you start using the program, you have to register some basic information about the accounts you want to reconcile in Adra Match Accounts.

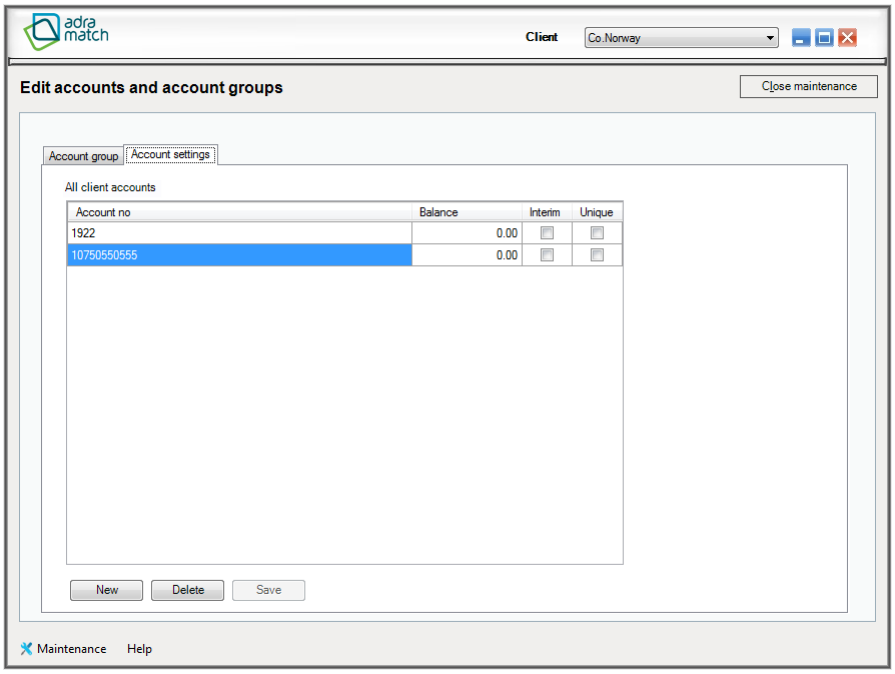
In the tab **Edit accounts and account groups** you can add, modify and delete accounts and account groups. Set the starting balance of account groups, delete all transactions or delete all reconciled transactions up to a specified date.

Select **Maintenance** → **Edit accounts and account groups**.

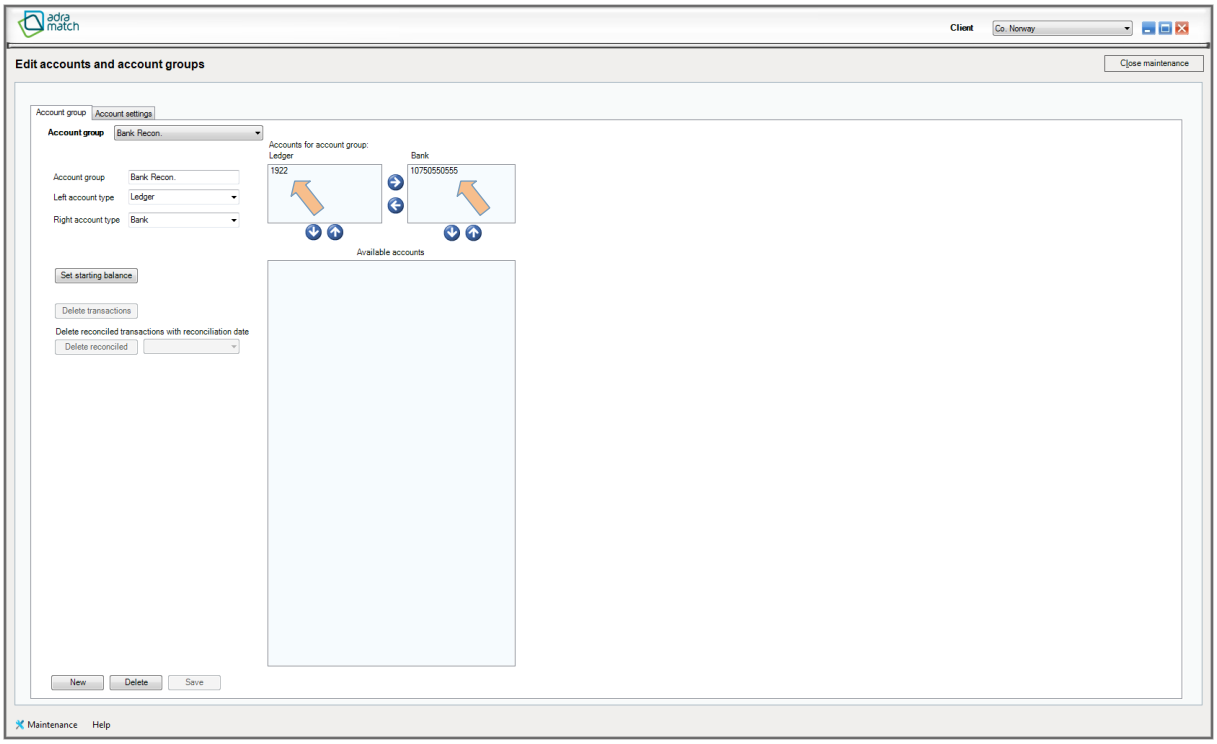
Click **New** and select a name for the account group. Click **Save.**



Select *Account settings*, click **New** and enter the account number. Set it to *Interim* to enable reconciliation between debit to credit within the account. Set it to *Unique* if the account number is unique for the entire engagement. This enables the possibility to import at engagement level (Import to all clients). Click **Save** to save the added/edited account(s). This procedure has to be done for all accounts you want to reconcile in the application.

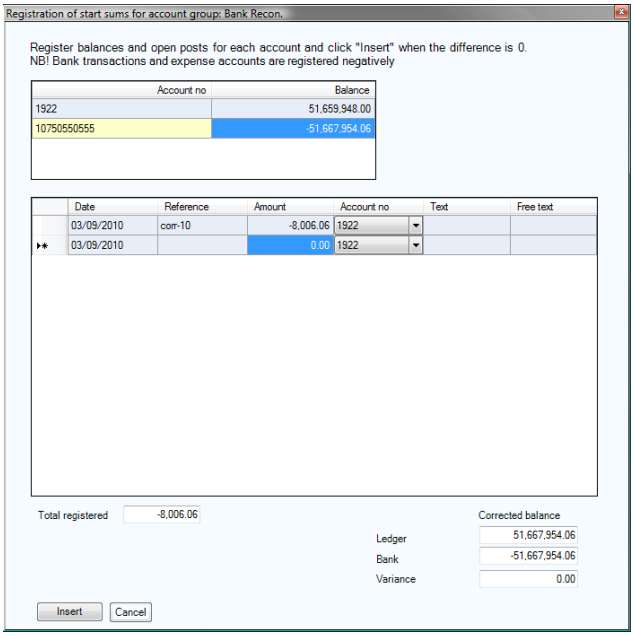


Click A*ccount group*. Make sure that the right account group is selected. Select one or more of the *Available accounts*. Then click the up arrow to add account to Ledger (Left) or Bank (Right). It is also possible to change account type (Ledger or Bank). When you have finished, click **Save**.



Set starting balance

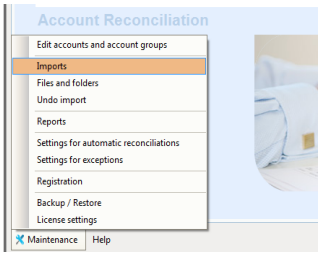
Click **Set starting balance** under A*ccount group*. Set the balance of the month/period you want to start your reconciliation, and remember to reverse the +/- signs of the bank transactions. Then manually enter the open transactions from ledger and bank. Remember to reverse the +/- signs of the bank transactions. Do not forget to select the correct account number. When *Difference* is zero, click **Insert** to save the starting balance and the open transactions.



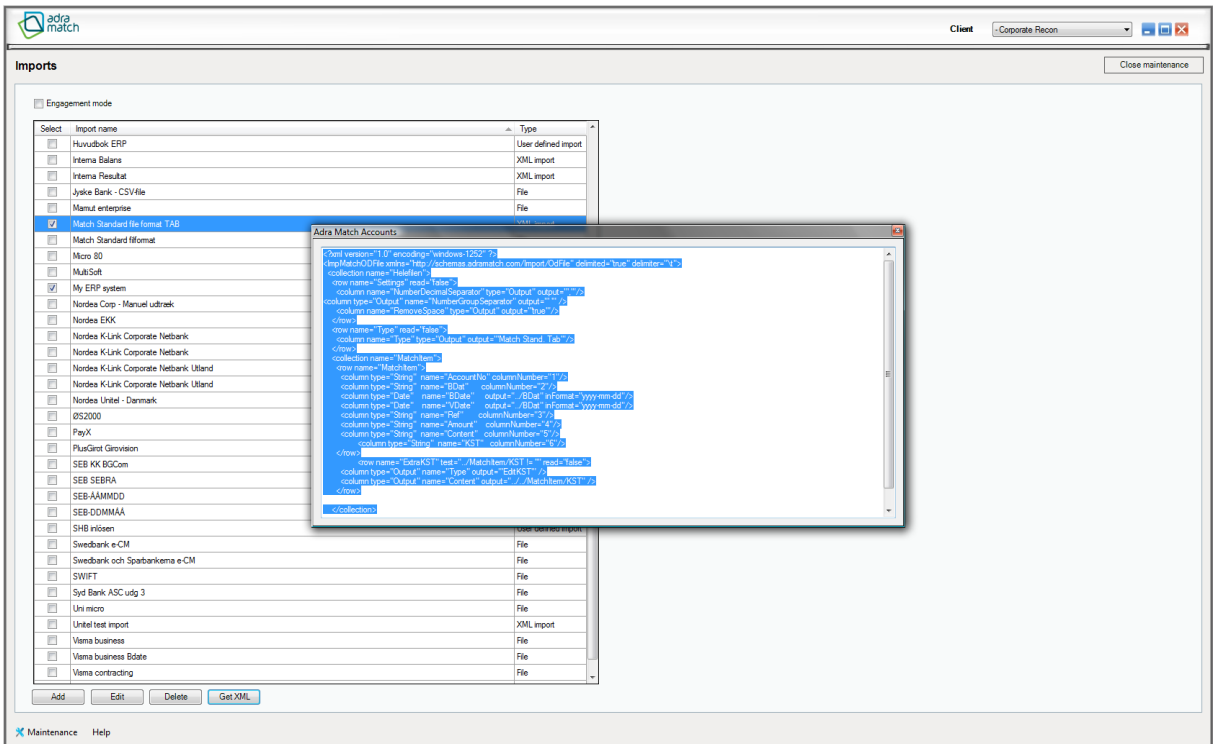
Imports

Select Import from the Maintenance menu to select predefined import, add an XML import or create a user defined import. If you have received a standard import for your company, it will be available here.

Select **Maintenance → Imports**.



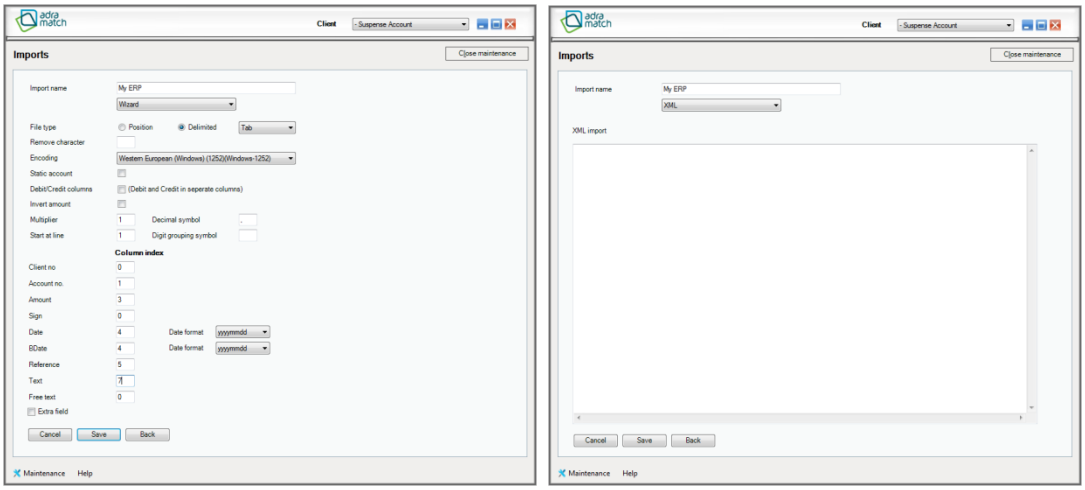
Click Add to add new import, or select one of the existing imports to Edit or Delete. It is only possible to edit or delete imports with the type “XML import” or “User defined import”. Imports with the type “File” cannot be changed or deleted. Administrators can import to all clients by checking Engagement mode. Click Get XML to view the code of an existing “XML import” or “User defined import”.



Add import

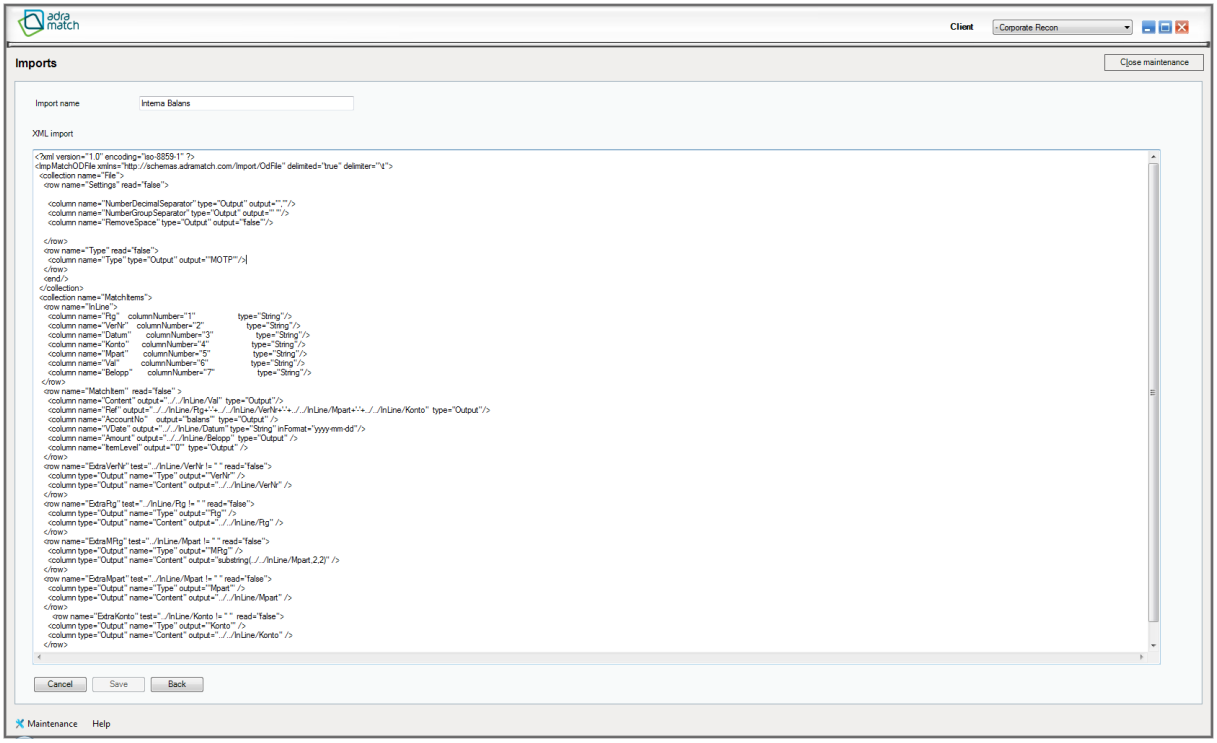
Click **Add** to add XML code, or create your own user defined import.

Select a name for the new import. Then select **Wizard** to create a user defined import, or **XML** to add XML code.

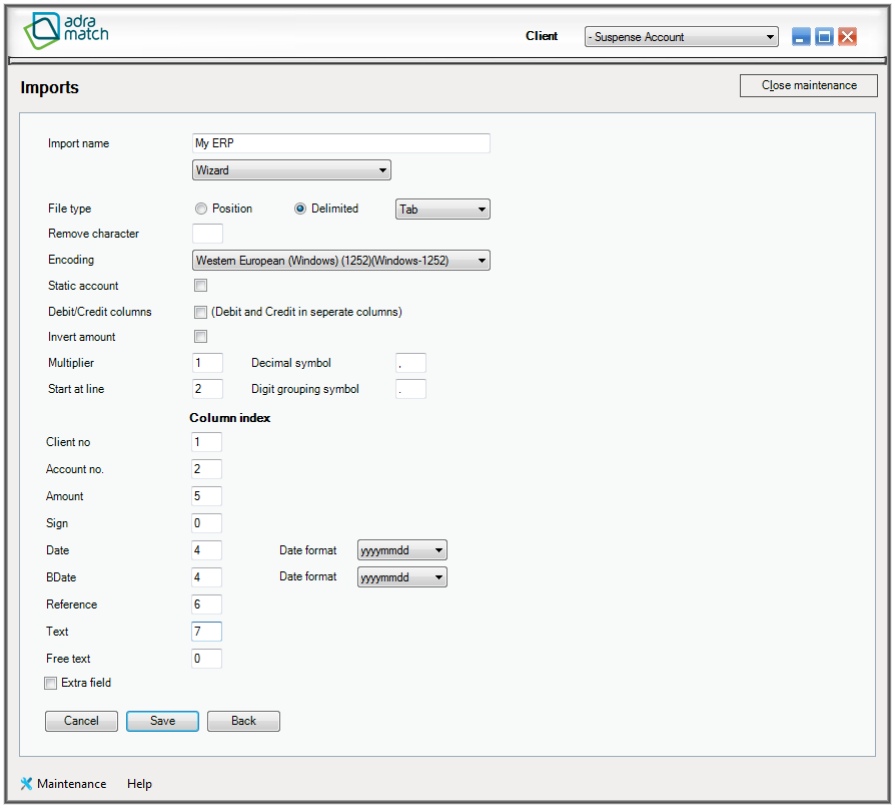


XLM import

Select **XML**. Type or paste the XML code in to the window. Click **Save**.



User defined import (Wizard)



Settings

File type – Select **Position** if the field columns in the text file have “Fixed width”.

Select **Delimited** if the field columns in the text file are delimited e.g. tab or comma.

Remove character – This is used to remove ‘Wrappers’, for instance if you have a CSV file that has a quotation mark (“) on both sides of a text column. E.g. ‘,2010-08-15,400.00,”Bank Acc.”,’.

Encoding – Set the encoding to the encoding of your text file. If you do not know the encoding of your text file, use the standard “Western European (Windows)(1252)(Windows-1252)”.

Static account – Use this static field if your text file does not contain any account number or account name. Enter the appropriate account number.

Debit/Credit columns – To be selected if debit and credit transaction amounts are divided in to two separate columns in the data file.

Invert amount – Inverts the amount. Plus(+) to minus(-) and minus to plus.

Multiplier – Multiplies the amount in the text file, with the value in multiplier. E.g. “1000” multiplied with “0.01” equals “10.00”.

Start at line – Use this if the transaction data in the text file does not start at the first line. E.g. if you have a header in the text file, set the value to “2”.

Decimal symbol – If the amount look like this “100,000.00”, the value will be “.”.

Digit grouping symbol – If the amount look like this “100,000.00”, the value will be “,”.

Columns

Column index (Delimited file) – Insert the number of the corresponding columns in the text file.

From-Length (Position) – Insert the start position and length of the corresponding columns in the text file.

Mandatory fields

Account no. – The account number in the data file.
Amount (Debit/Credit) – The transaction amount in the data file. If you selected the setting Debit/Credit columns, amount will be separated into one Debit column and one Credit column.
Date (Transaction Date) – The transaction date (Value date) in the data file. Do not forget to change the date format to the one used in your data file.
Reference – The reference in your data file

Optional fields

Client no. – The unique number or name in the text file used to import to more than one client at the time.
Sign – Only used if (+/-) or (d/k) symbols are in a separate column in the data file.
BDate (Booking Date) – The booking date in the data file. Do not forget to change the date format to the one used in your data file.
Text – The transaction text in the data file.
Free text – Free text in the data file.

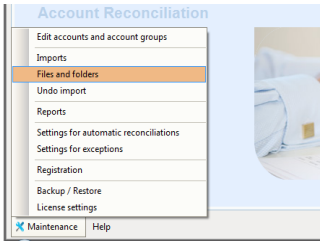
Extra field

Select extra field if you want to display any additional information in a separate column. Select **Extra field** and type the name of the new field. Enter the column number or from position and length.

Files and folders

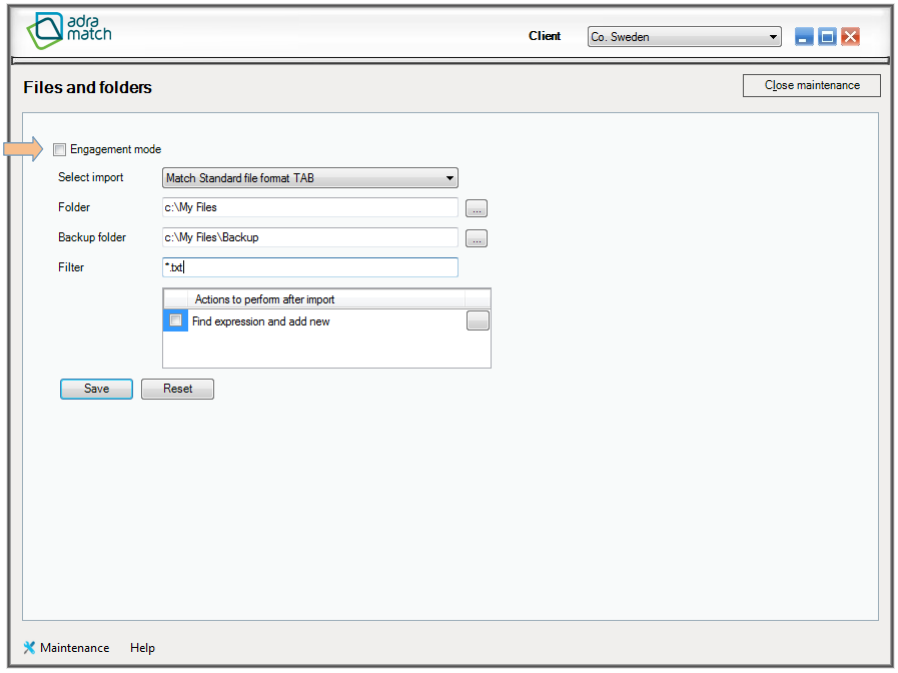
This is where you define the path to the import folder (the folder to which you save your text files), and the backup folder. This is set once per selected import and client. Paths for file import in engagement mode can also be set up.

Select **Maintenance → Files and folders**



Select the import you want to set a folder path for. Select a path to the folder where the files are located. You can also setup a path to a *Backup folder.* Select a *Filter* e.g. to show only text files (*.txt). Click **Save**.

To select a path for an import in engagement mode (imports data to all clients). Select *Engagement mode* before you select your import and paths. It is also possible to run action after import. See **Actions to perform after import** for more info.

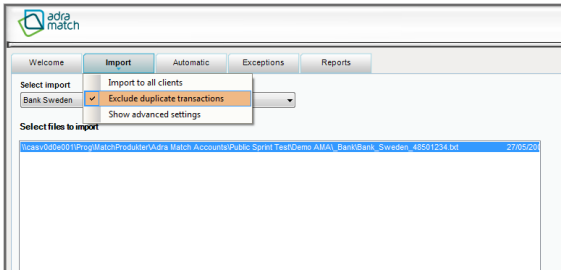


Import

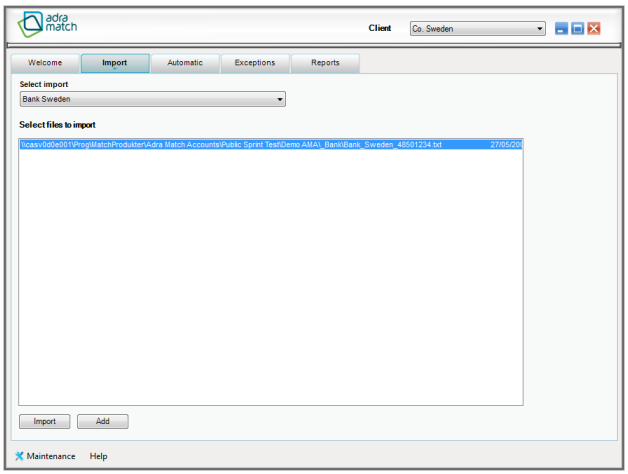
This is where you import the files from your Bank, ERP, or other Source/System.

Click on *Import*. Click it again, and you are presented with three options (see below). What you select here is saved for the current user and PC.

- **Import to all clients** – It is possible to import to two or more clients simultaneously, if the accounts you are importing to are set to unique under *Maintenance – Accounts and account groups*, or if they aren't unique, have a client number set under *Maintenance – License settings*, that also needs to be in the file you are importing
- **Exclude duplicate transactions** – Excludes already imported transactions from your data file. If you add transactions to an already imported booking period, you can export a new data file from your ERP on the same booking period and import it to Adra Match Accounts, and only import the new transactions in the data file to Adra Match Accounts.
- **Show advanced settings** – Gives you the option to limit the import based on date.

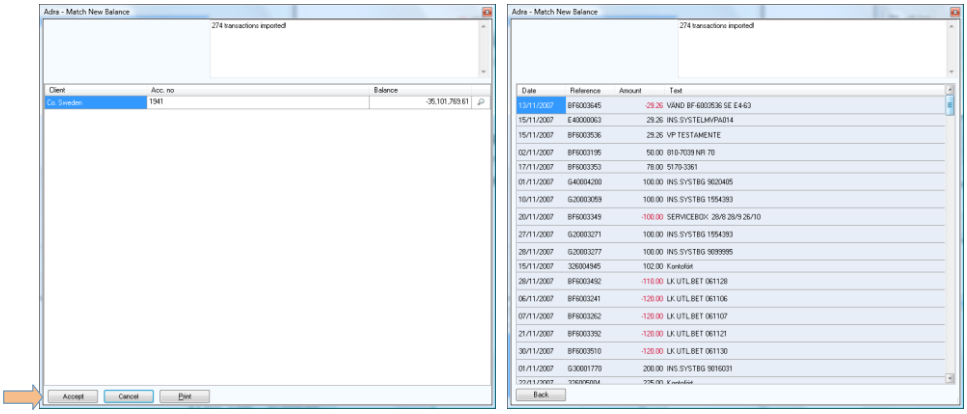


Select import. If you successfully set up the correct paths under *Files and folders* you can select the file(s) you want to import and click **Import**, as the files will appear in this window automatically. It is possible to import one or multiple files of the same type, at the same time. Select one data file by selecting one row with the mouse. Select multiple data files by clicking and dragging the mouse over the data files. Add files manually by clicking **Add**.

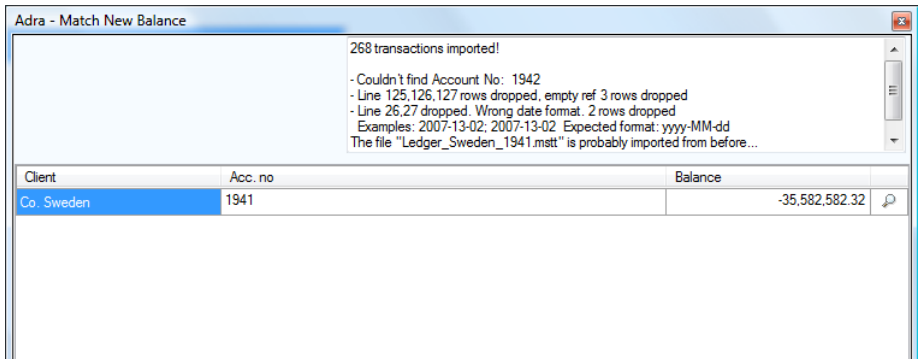


Balance post – import

When the files are imported, you will be prompted with the number of transactions imported and the balance post-import. By clicking the magnifier glass next to the balance, you can see the transactions that have been imported. Click **Back** to return to the balance window. Make sure that the balance is correct, and then click **Accept**. If it is incorrect, click **Cancel** and redo the import. You can also click **Print**, to print the balance for all the imported accounts.



The information window also shows if something went wrong during the import.

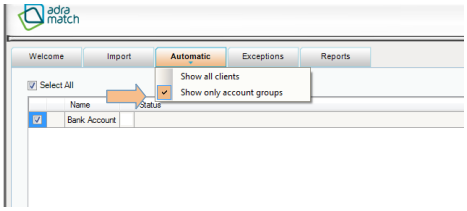

Adra - Match New Balance
268 transactions imported!
- Couldn't find Account No: 1942
- Line 125,126,127 rows dropped, empty ref 3 rows dropped
- Line 26,27 dropped. Wrong date format. 2 rows dropped
Examples: 2007-13-02; 2007-13-02 Expected format: yyyy-MM-dd
The file "Ledger_Sweden_1941.mstt" is probably imported from before...
Client
Acc. no
Balance
Co. Sweden
1941
-35,582,582.32

Do this once per ERP, Bank or Source you want to import files from.

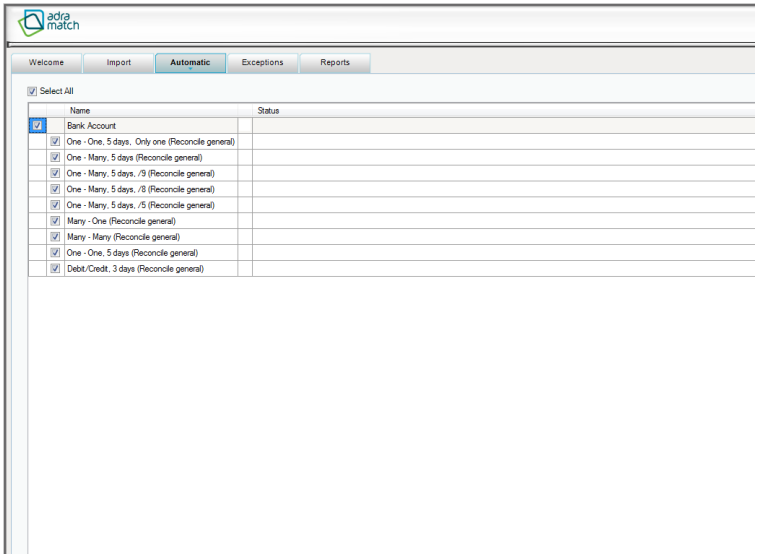
Automated (reconciliation)

This is where you run your settings/rules for automatic reconciliation. You need to set up settings/rules for automatic reconciliation for this to work. See ”*Settings for automatic reconciliation*” for more information.

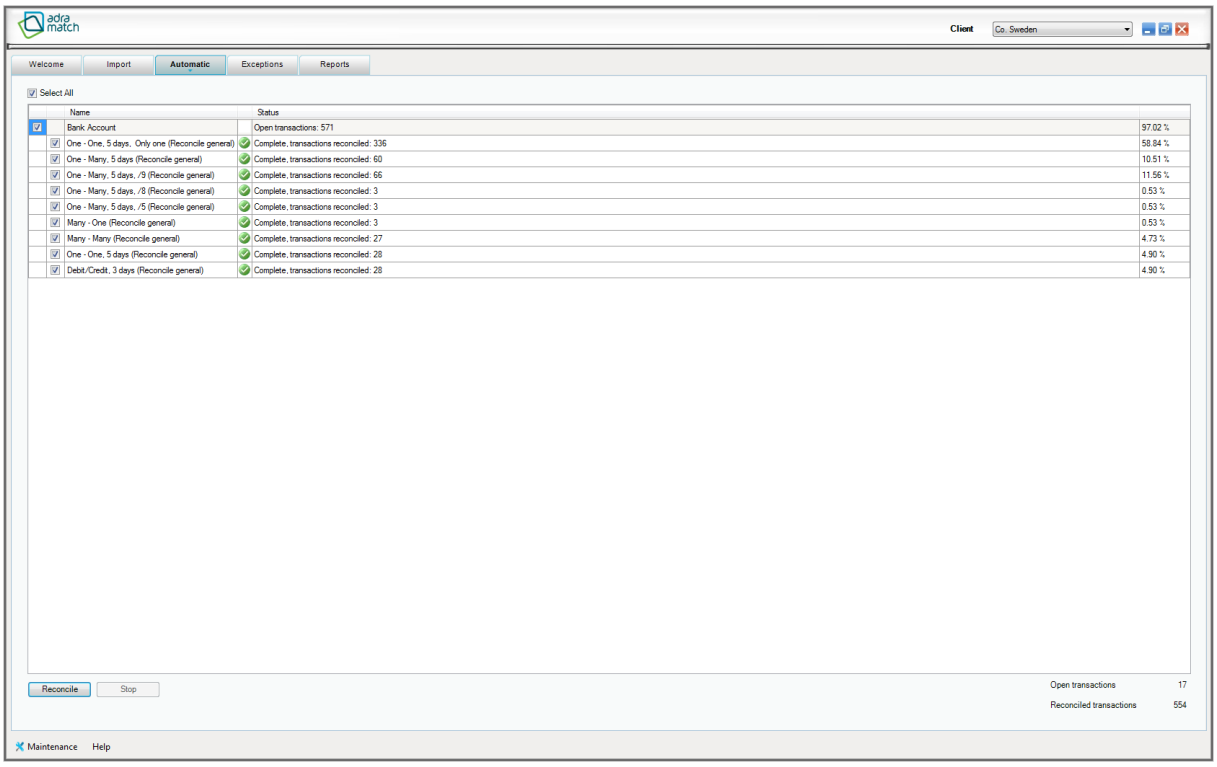
Select *Automatic*. Click on *Automatic* once more and select ”Show all clients”. It is possible to run automatic reconciliation for all clients and account groups simultaneously. You can also show only the account groups, and hide the reconciliation rules, by selecting “Show only account groups”.



Make sure that the clients you want to reconcile are selected. You can also choose not to run a particular setting/rule by removing the check in the checkbox. Click **Reconcile**. You can stop the reconciliation by clicking **Stop**.


Welcome
Import
Automatic
Exceptions
Reports
Select All
Name
Status
Bank Account
One - One, 5 days, Only one (Reconcile general)
One - Many, 5 days (Reconcile general)
One - Many, 5 days, /9 (Reconcile general)
One - Many, 5 days, /8 (Reconcile general)
One - Many, 5 days, /5 (Reconcile general)
Many - One (Reconcile general)
Many - Many (Reconcile general)
One - One, 5 days (Reconcile general)
Debit/Credit, 3 days (Reconcile general)

When the reconciliation is complete, the number off open and reconciled transactions is shown in the lower-right corner of the screen. You can also see the number of items and the percentage each setting/rule has reconciled, and the total percentage for the account group.



Scheduled Automated Reconciliation

You can schedule the automated reconciliation to do the reconciliation at the time that is most convenient for you. The reconciliation can be scheduled to run daily, weekly, monthly, on certain days or times on specific clients and account groups.

Scheduled automated reconciliation presupposes that files have been imported into the Account Groups you want to schedule and that balances are verified.

Engagement Level

You can choose whether you want to run scheduler on all reconciliation routines on an engagement, or just some of them.

Client Level

You can choose whether you want to run scheduler on all reconciliation routines on a Client, or just some of them.

To run the scheduler the file AMAScheduler.dll and ScheduleJob.xml need to be located in the Adra Match Account application folder.

Note! If you change the name of an Account Group or a Client that is referred in the ScheduleJob, the ScheduleJob must also be changed.

To start the file ScheduleJob.xml, a Task Scheduler needs to be created. Open Windows Task Scheduler, and select Create Task.

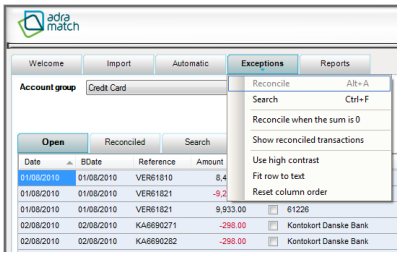
Password needs to be a Windows User. Password never expires.

Exceptions

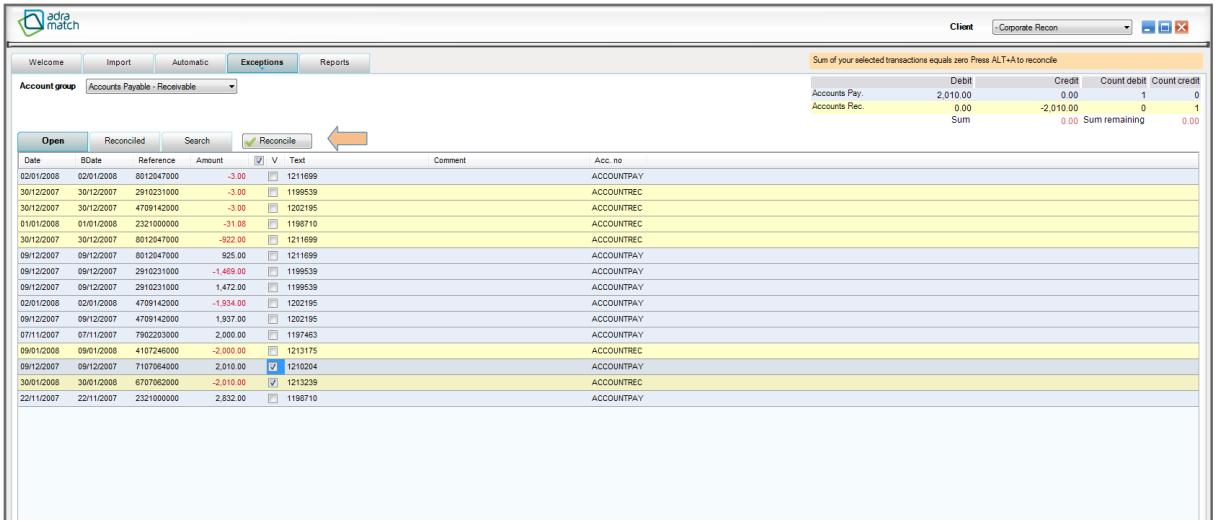
This is where you reconcile your outstanding transactions interactively. Search, sort, summarize and filter to find transactions that match but were outside of the specified rules set up in the system.

Select *Exceptions*. Click on *Exceptions* once more, and you have several options.

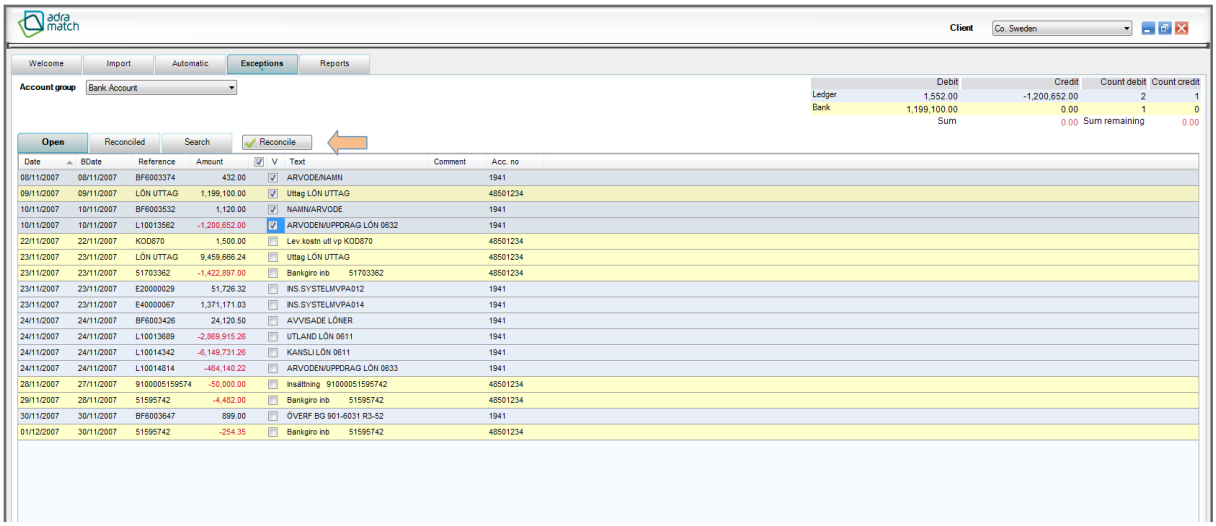
- **Reconcile** – Reconciles the checked transactions if the sum is 0 (or if the deviation is within the allowed limit for the account group)
- **Search** – Search for a transaction among the open/reconciled transactions
- **Reconcile when sum is 0** – Reconciles the transactions, without prompting the user, when you have checked two or more transactions that summarize to zero.
- **Show reconciled transactions** – Shows the reconciled transactions of the selected account group
- **Use high contrast** – Shows the transactions from the Ledger (Left side) and Bank (Right side) in higher contrast colours
- **Fit row to text** – Will adjust the row height to the content of the text column
- **Reset column order** – Will reset column order and width to the preset values



Start by clicking on the Amount-column to sort the transactions by the absolute amount. The transactions will be sorted independently of whether it is a debit or credit. Look through the open transactions to find two equal amounts, one debit and one credit from each side (**Ledger** left-side, blue rows, **Bank** right side, yellow rows). It is also possible to reconcile two blue or two yellow transactions. Select these transactions in the checkbox-column, and click **Reconcile** or press ALT+A to reconcile the transactions. The reconciled transactions are now moved to the tab **Reconciled**.

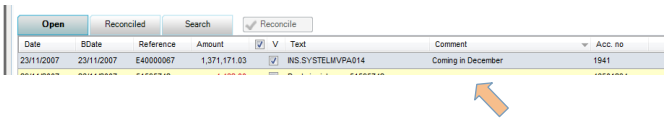


When you cannot find any more transactions with equal amounts, sort the transactions on date by clicking the Date or BDate column. **For example**: Try to find one or more transactions from the ledger that match the amount of one or more transactions in the bank. You are helped by the “calculator” in the upper right corner, which summarizes the number and amount of the selected items and highlights the net difference. When net difference is zero or within the allowed deviation (Sum remaining), the **Reconcile** button will be active. Click on **Reconcile** to reconcile the selected transactions. Keep doing this until you are out of reconcilable transactions.

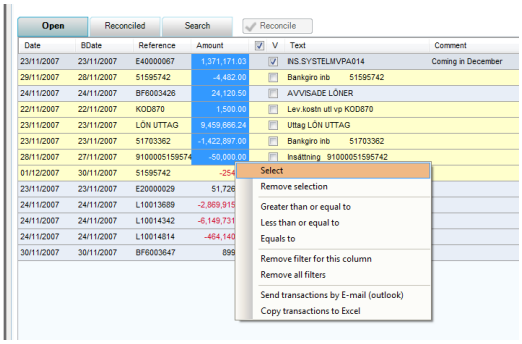


Useful tips

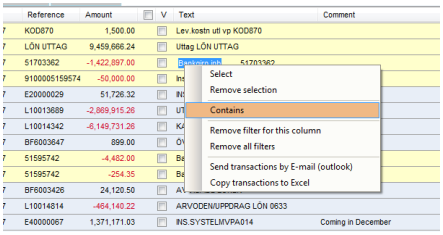
In the C*omment* column you can type whatever you want, for example why a transaction hasn't been reconciled.

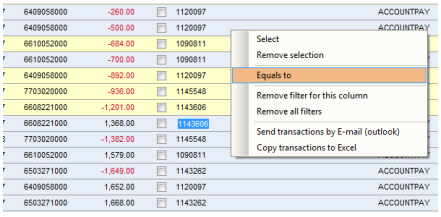


You can select several transactions by dragging your mouse pointer over several rows. If the Amount column is selected the sum of the selected rows is shown on the information bar on the lower right of the application. Then right-click and click *Select* or *Remove selection*.

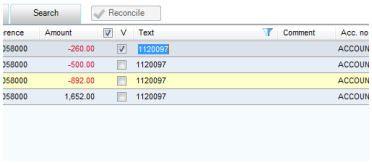


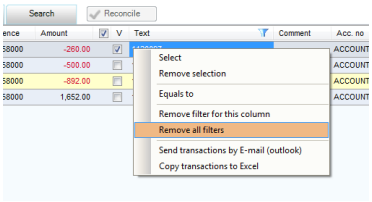
Select a word or a number string, or a part of a word or number string from one of the text columns. Right click and select Contains from menu to set filter to what you have selected, or right click on a single cell in a column and select *Equals to*. Date and amount can also be filtered on *Greater than or equal to*, *Less than or equal to* or *Equal to*. It is also possible to apply filters to several columns at the same time.





To remove a filter from a single column, click the ‘funnel’ indicator in the column header. Right click and select *Remove all filters* to remove all filters from all columns.





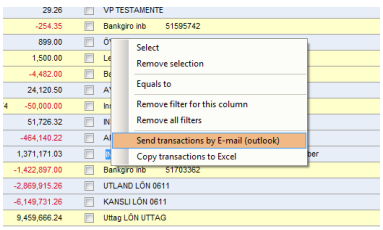
Click the checkbox in the column header of the V – column, to select all open or filtered transactions. Unselect clear all selected transactions

Ctrl+Z to undo the last manually reconciled transaction

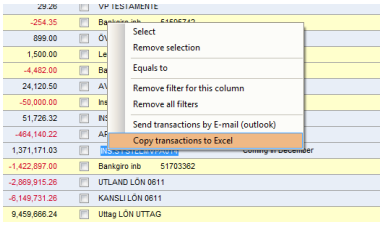
Ctrl+U to jump up to the next checked transaction

Ctrl+D to jump down to the next checked transaction

Right click in the grid and select “Send transactions by E-mail (Outlook)”, to copy checked transactions to Outlook E-mail.

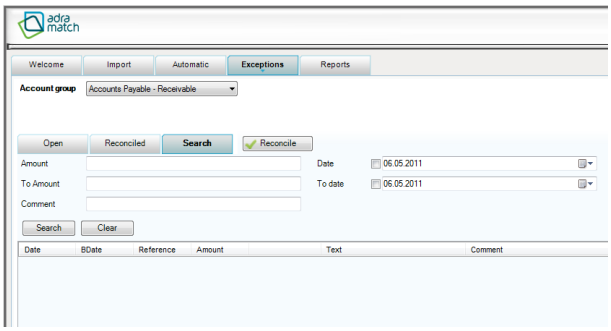


Right click in the grid and select “Copy transactions to Excel”, to copy checked transactions to Excel.



Search for Open Transactions

Another way of searching for open transactions is to use the functionality in the Search tab under Exceptions →Search.



This feature allows you to do extended search among the open transactions. You can search for a specific values, or search within to and from values.

Amount:

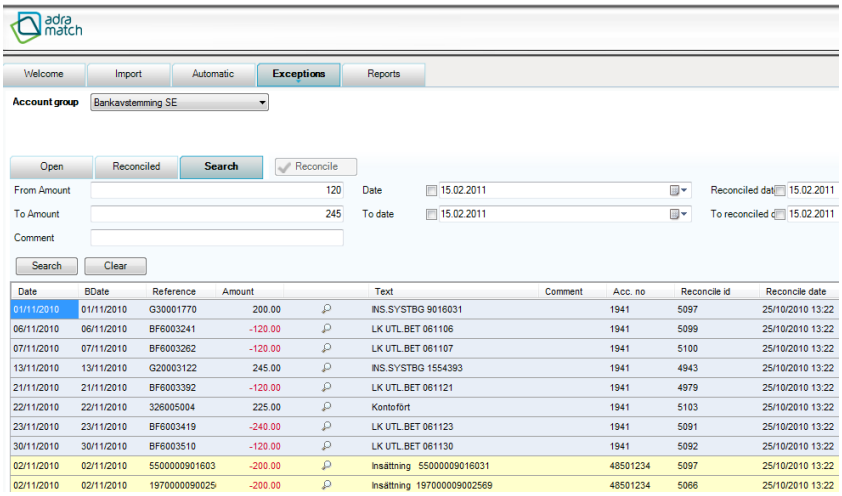
You can choose whether you want to search for exact amount, or from and to amount.

To search for an exact amount, type in the amount you are looking for in the Amount field. Adra Match Accounts will then search for this specific amount, and list up all open *transaction lines on that account group, regardless of what sign the amounts have.*

When searching for exact amount only, the name of the field is Amount. As soon as you type in both From and To date, the label of the field will change.

Example:

If you search for From Amount 120,- and To Amount 245,-, Adra Match Accounts will display all amounts between these two amounts.



To Amount field can only be used when (From) Amount field is filled.

Date:

You can choose whether you want to search for exact date, or a space of time (From Date - To Date).

When only Date is filled in Adra Match Accounts will search for the exact date. When both From Date and To Date are filled in, the Adra match Accounts will search for all dates between the two dates that were typed.

When searching for exact amount only, the name of the field is Amount. As soon as you type in both From and To date, the label of the field will change.

To Date field can only be used when From Date field is filled.

Comment:

To search for text or numbers, type in the full string or parts of it.

Text:

The text should contain the search string anywhere in the text.

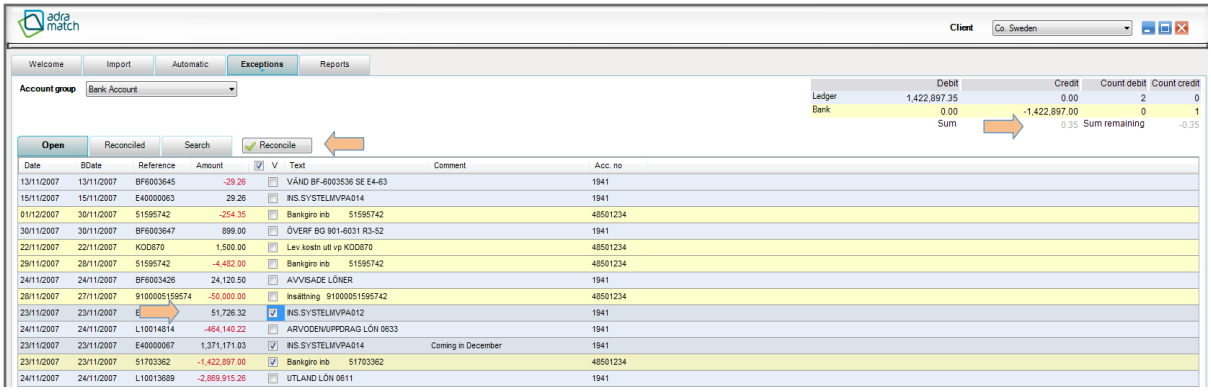
Reference:

The reference should contain the search string anywhere in the reference text.

Reconcile transactions with deviation

It is possible to reconcile transactions with deviation (Split or Variance) interactively. To reconcile a transaction with deviation you first have to set up “Allowed deviation”, see *Settings for Exceptions*.

Select transactions with deviation. If the deviation/difference is within the “Allowed deviation”, you will be able to click **Reconcile**.



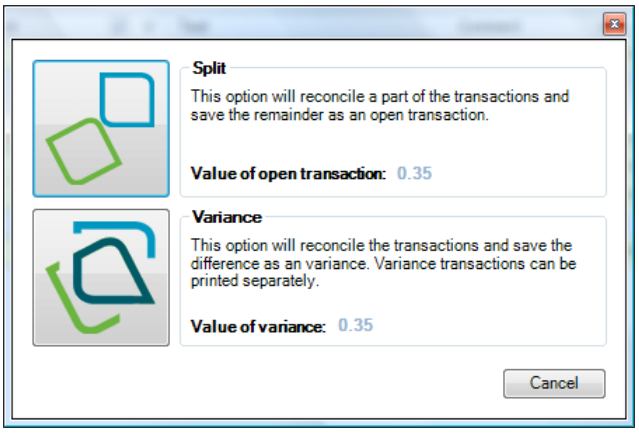
You will now be prompted to select if the deviation is Split or Variance.

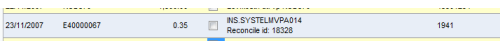
Split should be used if you want to save the deviation/difference to be reconciled later.

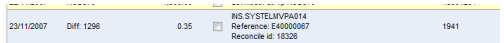
- Saves the text fields and dates from the oldest transaction with the largest amount from the Ledger side. If you reconcile Bank against Bank or Ledger against Ledger, all the text fields, BDate and Date from the oldest transaction with the largest amount will be saved. A reconciliation ID is added on a new row in the text column.

Variance should be used if you want an item to correct in your ledger.

- Saves the text fields and date from the oldest transaction with the largest amount from the Ledger side. If you reconcile Bank against Bank or Ledger against Ledger, all the text fields, BDate and Date from the oldest transaction with the largest amount will be saved. The Reference will be copied text column and replaces Reference will be replaced with “Diff: 1296 (The number is the unique variance number)” and adds a Reconciliation ID on a new row in the text column. Variance transactions can be printed separately.

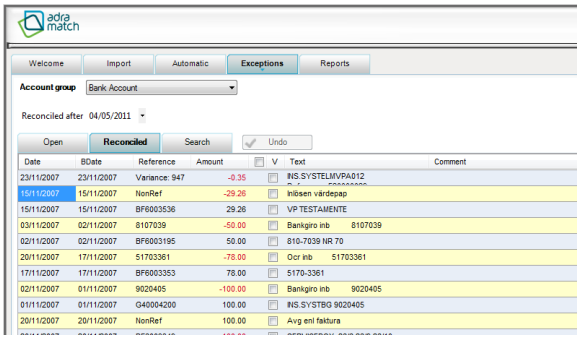

Split
This option will reconcile a part of the transactions and save the remainder as an open transaction.
Value of open transaction: 0.35
Variance
This option will reconcile the transactions and save the difference as an variance. Variance transactions can be printed separately.
Value of variance: 0.35
Cancel





Reconciled transactions

Click the tab **Reconciled**. Here you can undo reconciled transactions, search for a reconciled transaction, see when it was reconciled, by whom and if it is manually reconciled or not. Select a date from the dropdown menu **Reconciled after** to see reconciled transactions after a specified date, this will also include the transactions reconciled on the selected date. If you want to undo a reconciled transaction, select the check-box on the transaction you want to undo and **Adra Match Accounts** will automatically check the transaction it is reconciled against. Then click **Undo** - button to return the transactions to the **Open** tab.



Search and Replace Reconciled Transactions

It is possible to search for reconciled transactions on Amount, Comment, Date, Text and Reference.

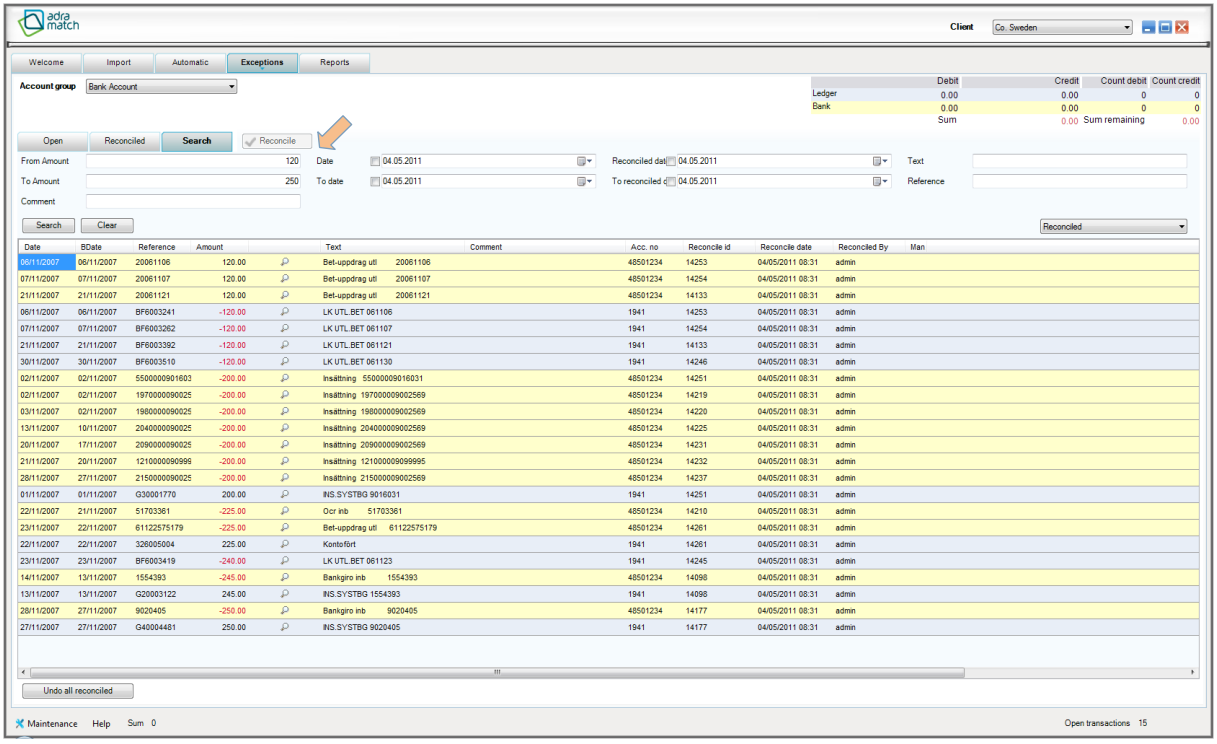
Amount:

You can choose whether you want to search for exact amount, or from and to amount.

To search for an exact amount, type in the amount you are looking for in the Amount field. Adra Match Accounts will then search for this specific amount, and list up all reconciled transaction lines on that account group, regardless of what sign the amounts have.

When searching for exact amount only, the name of the field is Amount. As soon as you type in both From and To date, the label of the field will change. Example:

If you search for From Amount 120,- and To Amount 250,-, Adra Match Accounts will display all amounts between these two amounts.



To Amount field can only be used when (From) Amount field is filled.

Date: You can choose whether you want to search for exact date, or a space of time (From Date - To Date).

When only Date is filled in Adra Match Accounts will search for the exact date. When both From Date and To Date is filled in, the Adra match Accounts will search for all dates between the two dates that were typed.

When searching for exact amount only, the name of the field is Amount. As soon as you type in both From and To date, the label of the field will change.

To Date field can only be used when From Date field is filled.

Reconciled date:

The fields Reconciled Date, From Reconciled Date and To Reconciled Date work in the same way as the Date fields.

Comment:

To search for text or numbers, type in the full string or parts of it.

Text:

The text should contain the search string anywhere in the text.

Reference:

The reference should contain the search string anywhere in the reference text.

For all fields press Clear to remove contents.

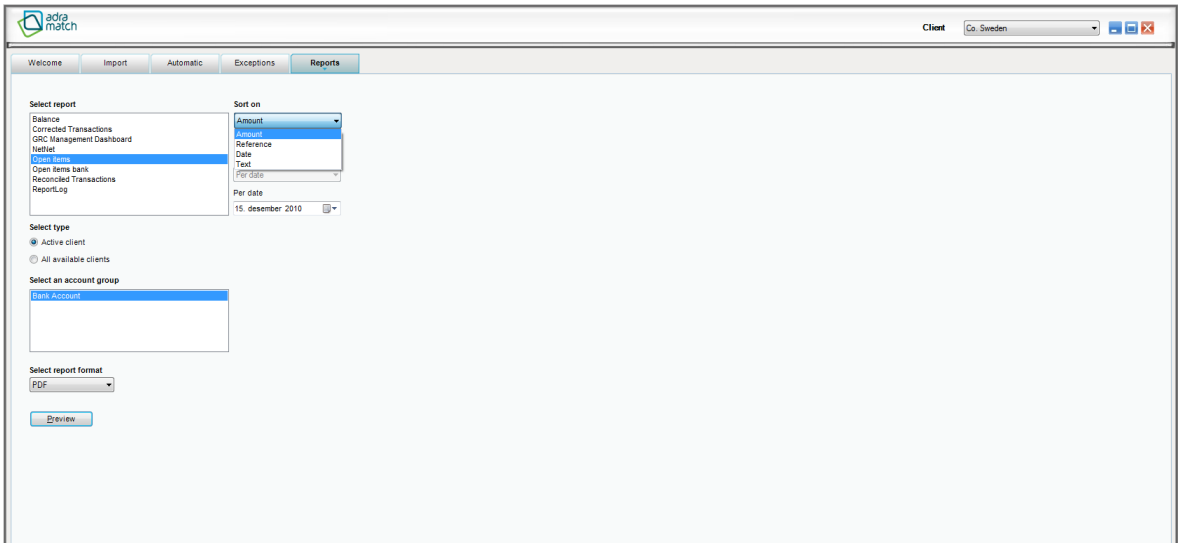
If you want to undo reconciled transactions, click on the actual transaction you want to undo. Adra match Account will then display in a new window the transactions that were reconciled and that were given the same reconcile id. Click on Undo.

Reports

This is where you produce and print reports for one or more account groups and clients.

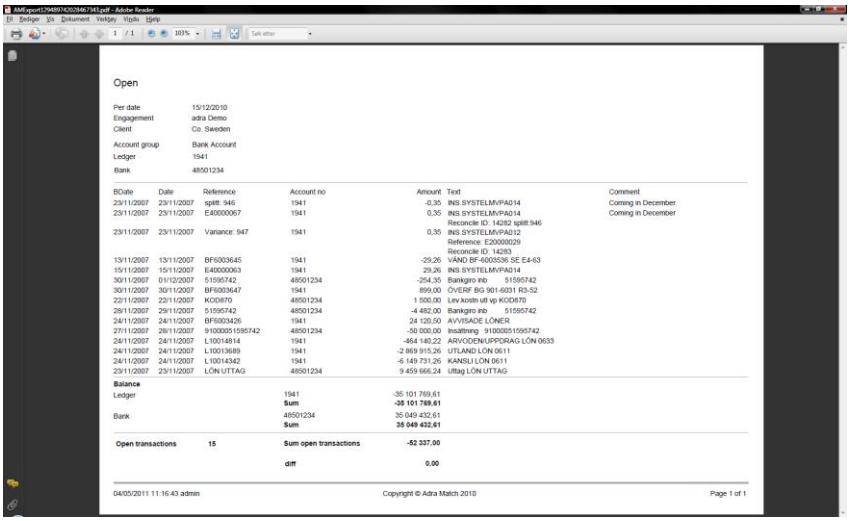
Click on the tab *Reports.*

Select report type, sorting and the account group(s) or client you wish to print. Select *"Active client"* to show all accounts on active client or *"All available clients"* to show all account groups on all clients you have access to. Select more than one account group by holding down the left mouse button and drag the mouse over the account groups, or hold down Ctrl and select the desired account groups with the mouse, or select the first account group and scroll down to the last and hold down Shift and select the last too select all. You can also select a date to be printed on the report. If you check the *View historical date* check box, to produce a report on 'Per date', 'Date' or 'BDate'. Select type of preview on the dropdown 'Select report format'. Then click **Preview**.



The report can be previewed in three fromats PDF, RTF, TXT, XLS and Report Viewer.

Note that the application is delivered with a set of standard reports. In addition, Adra Match provides tailor-made reports according to your specifications. If you need a specific report, please contact Adra Match.



View historical date

A historical report can only be created as an ‘Open items’, ‘Open items Bank’ or ‘Balance’ report. The balance is also shown in the ‘Open items’ and ‘Open items Bank’ reports.

- **Per date** – Produces a report with all the transactions that were imported, and not reconciled up till the selected *‘Per date’* – date
- **Date** – Produces a report with all the transactions not reconciled on the selected *Date* – date
- **BDate** – Produces a report with all the transactions not reconciled on the selected *BDate* – date

Reports and content

- **Open items** – Gives you the open transactions list within an account group or client or for all clients, together with the balance of each account and the number of open transactions. This list can be sorted on several different columns including date, amount and text and reference. Username, timestamp and date are also included
- **Open items bank** – This report is only accessible if the right account type is ledger and the left is bank, or vice versa. The report is split on debit and credit bank/ledger and gives you the sum of these
- **Reconciled Transactions** – Reconciled transactions after your chosen date. The number of transactions, timestamp, creation date and username are also displayed
- **Balance** – The balance and the sum of the open transactions for all available account groups. A timestamp and username are also displayed
- **Corrected Transactions** – A report of all the transactions reconciled with a deviation, giving you the deviations, the total amount, and the number of transactions reconciled with a deviation. A timestamp and username are also displayed.

Custom Reports

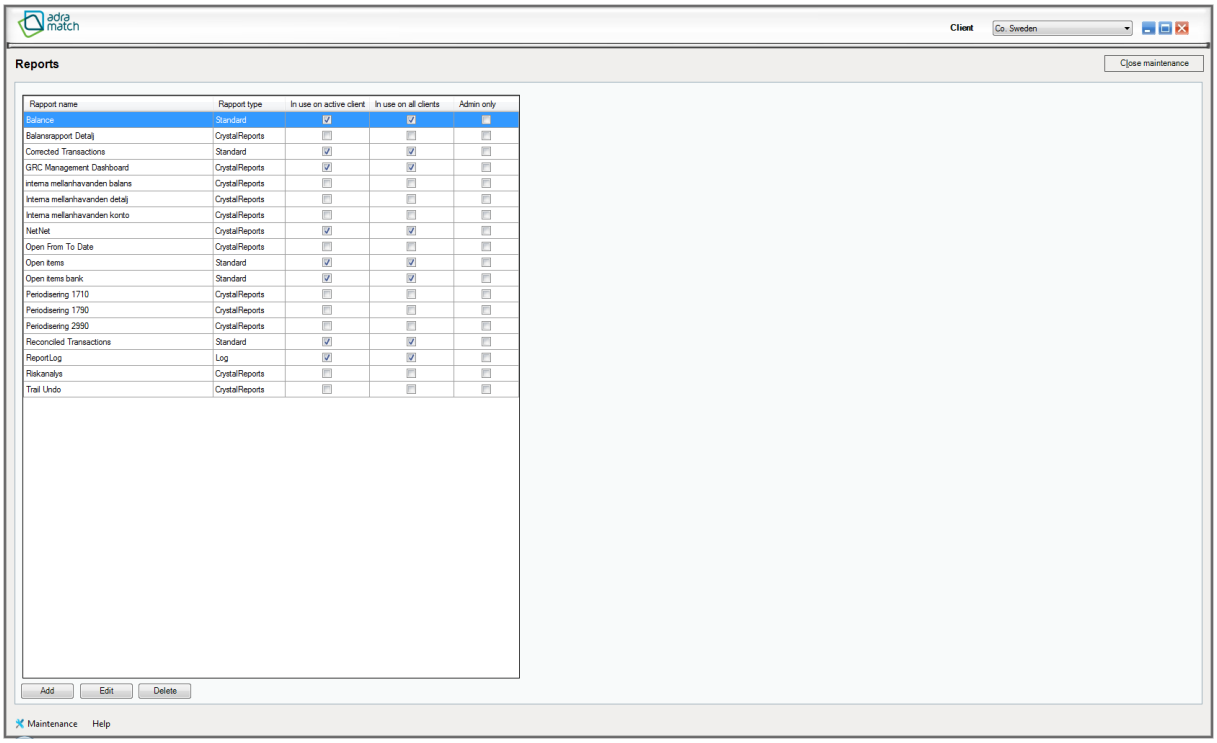
Reports can be customized to suit your needs. A custom report made according to your spescifications can be ordered from Adra Match.

Add a Custom Report

A custom report made by Adra Match is normally sent to you via email. Save the custom report to your desktop. You will also get screen dump with the settings your report is customized for. Start Adra Match Accounts and login.

Select **Maintenance → Reports**.

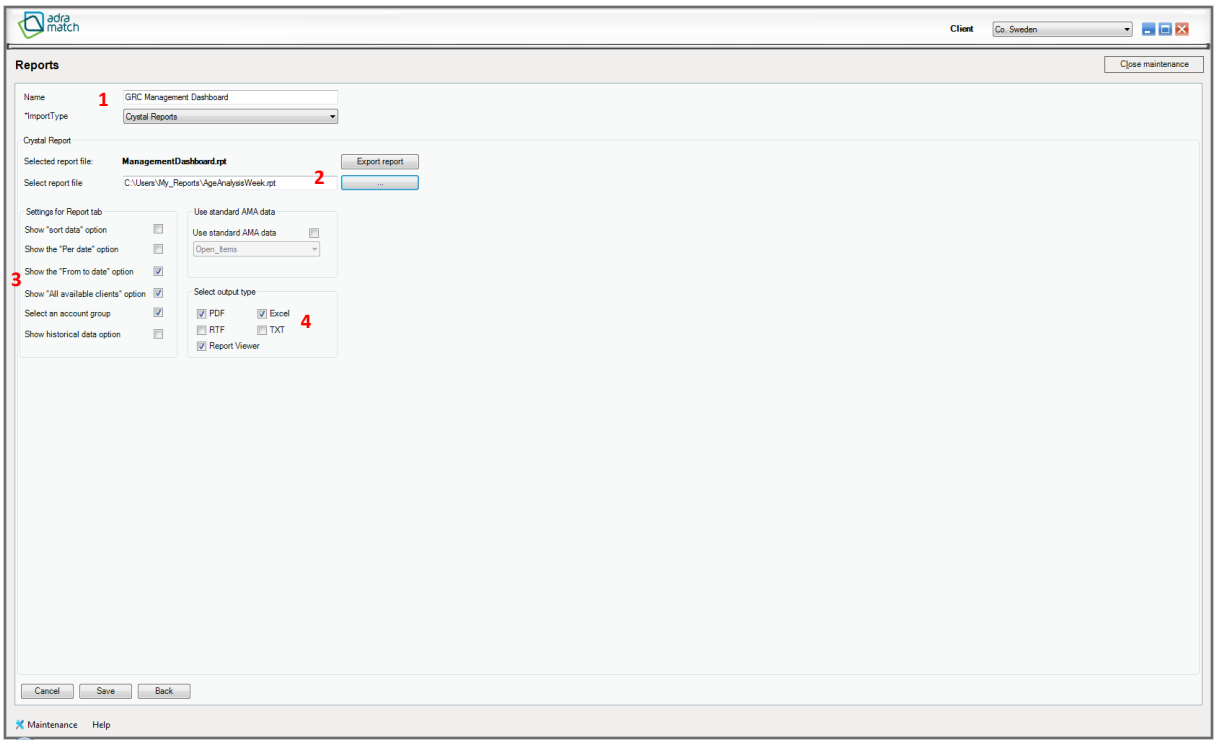
Click **Add**



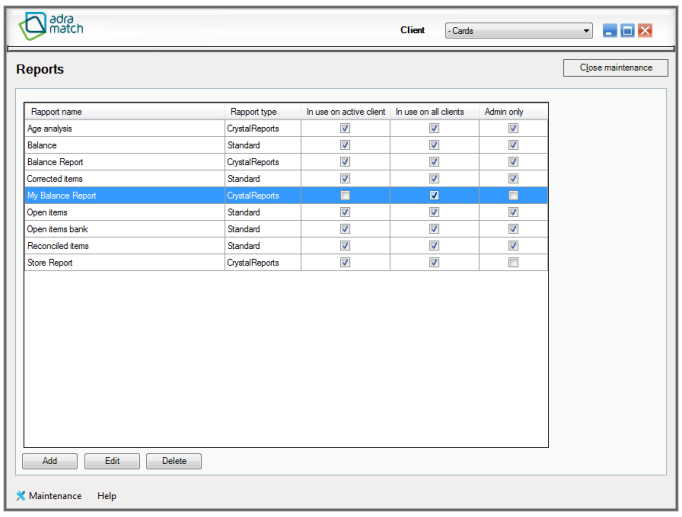
1. Enter a report name
2. Select a report file (RPT)
3. Select the settings the report is designed for
4. Select the output type (CRV is the Crystal Reports Viewer)

Click **Save**

Only select “Use standard AMA data” if you want to use datasets from AMA engine. This can be used if you e.g. want to change an existing standard rapport.



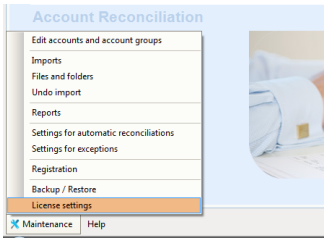
Select if you want the report to be viewable on the active client or on all clients and select “Admin only” if you only want the report to be restricted to administrators. **Close maintenance** and you are ready to use your new report.



License settings

This is where you manage your users and clients.

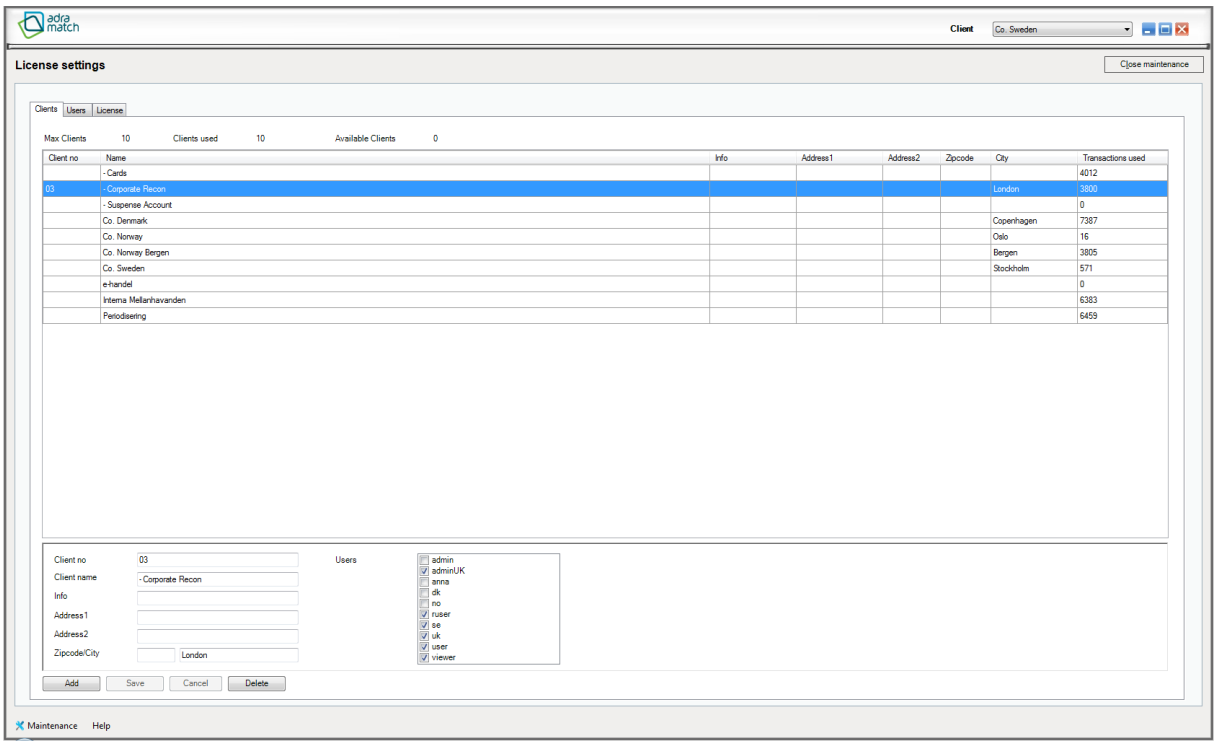
Select **Maintenance → License settings.**



Add or edit a client

Click **Add**. Client name is mandatory. Address and Zip/Post-Code is optional. Add client number if you have one. The client number is used to find the right client when importing to more than one client. Select users. Users can be added later. Click **Save**.

Select a client to edit. Edit client and click **Save**.



User Privileges and Roles

Adra Match Accounts contains five levels of roles and user privileges. Grouped from highest to lowest order, these are:

- Admin
- Super User
- User
- Restricted User
- Viewer

Admin is the superior user level and has full user rights at all levels in the program. **Super User** has full control on all available clients. This role can do anything except from change licenses, users or clients and taking backup.

Holding the User role you can do any typical user task in the program, such as:

- Set Available Clients
  - Set available Account Groups
- Import – Reconcile - Report
  - Import data
  - Auto reconcile
  - Exceptions (Manual reconciliation)
    - Undo Reconcile
      - Older than
      - Can undo Auto reconciled
    - Reconcile with variance
      - Max amount
  - Print Reports
- Available on Maintenance Menu
  - Undo Import
  - Registration of new starting basis

A **Restricted User** has the same rights as a User, except from on Maintenance where only Undo Import is available.

The **Viewer role** is typically meant for auditors. A Viewer would normally be interested in performing IT audit and accounting audit of work that has already been done, how it has been done and by whom. A Viewer has access to:

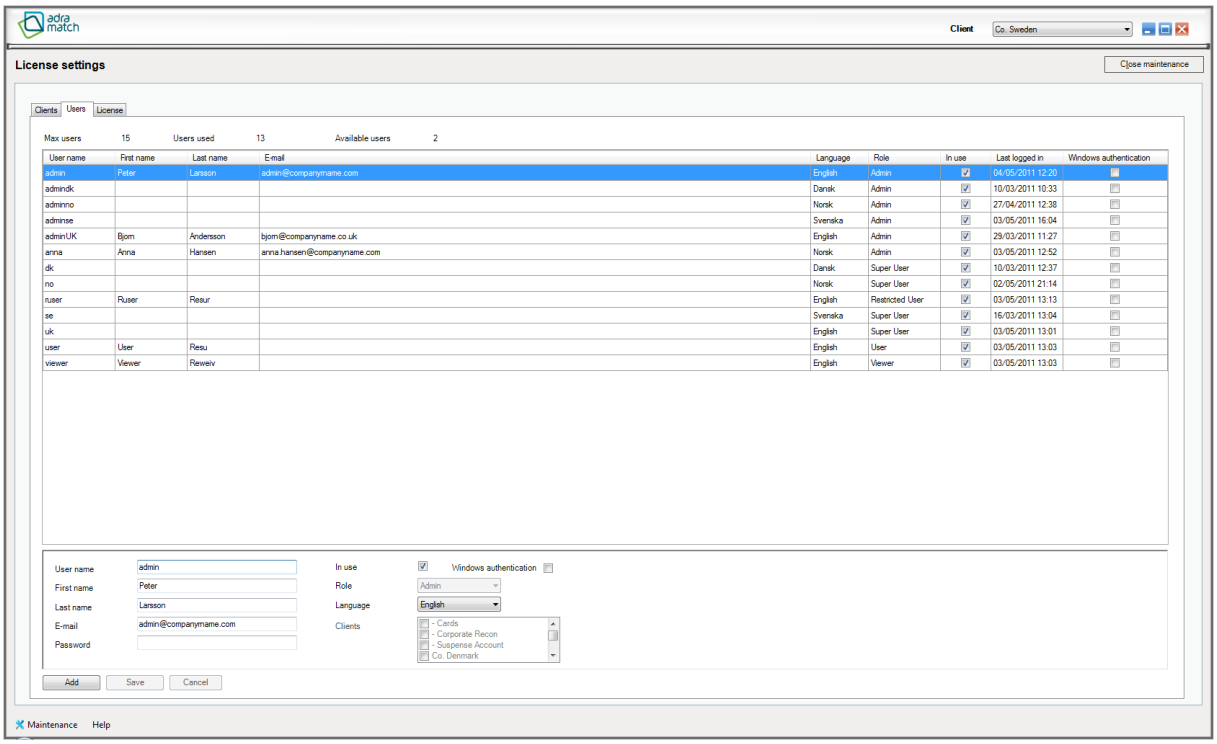
- Exceptions
  - View Exceptions
    - Write Comments to Exceptions
    - Send copy of Exceptions to e-mail (Outlook) of Excel
- Report
  - View and print Reports

Select the tab Users from the License settings window. Click **Add**. Enter a User name, Password and Language. Other optional fields are First name, Last name and E-mail. Under Role you select whether the user should have the role Admin, Super User, User, Viewer or Restricted User. If you do not select Admin you need to select the Clients the user should have access to. Click **Save**.

If you uncheck *In use*, the user will no longer be able to log in and the user will be returned to Available users.

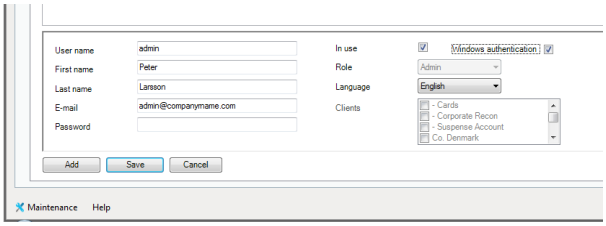
Edit user by selecting user to edit. Change values and click **Save**.

The Roles feature is meant to be a dynamic feature. Should there be a need for tailor-made roles other than the five roles listed above, Adra can help create and add roles with different combinations.



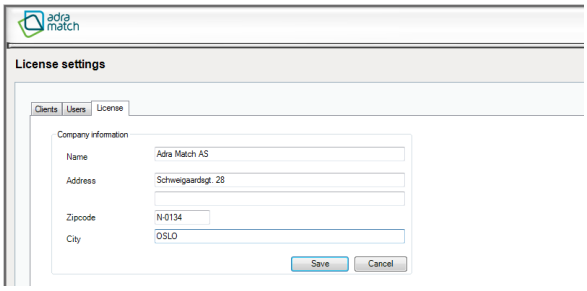
Single sign-on

The user can be set up to be automatically logged in to Adra Match Accounts. If you register the windows user name “DOMAIN\USERNAME” as the username in Adra Match Accounts, and then select Windows authentication, the users will be automatically logged in next time they start Adra Match Accounts. If you only have one administrator (Admin), do not set the administrator Windows authentication.



Add or change Company information

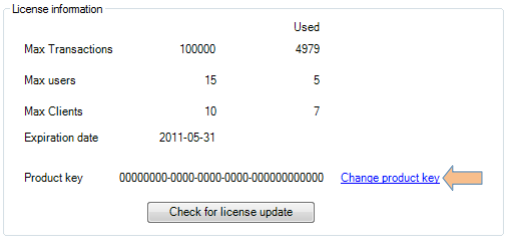
Select the tab License from the License settings window. Add the company address in Company information, and click **Save**.

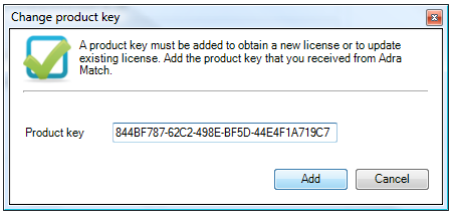


Add or change product key or update licence

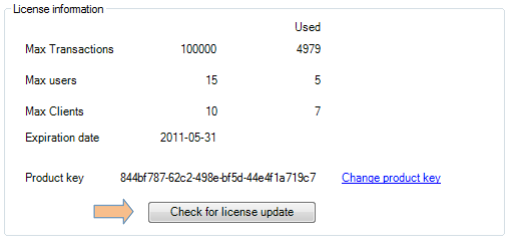
Select the tab License from the License settings window.

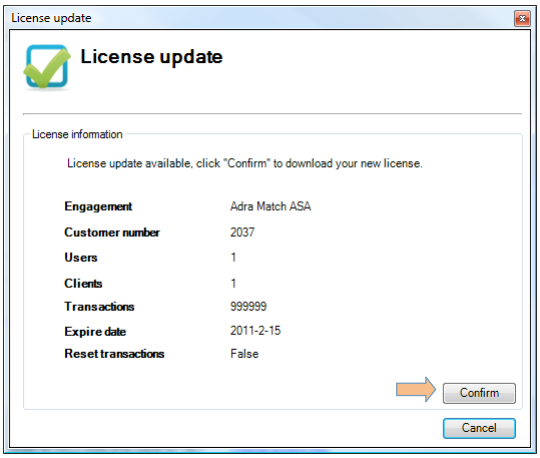
Click **Change product key**. Enter or paste the Adra Match Accounts product key and click **Add**.




Change product key
A product key must be added to obtain a new license or to update existing license. Add the product key that you received from Adra Match.
Product key
844BF787-62C2-498E-BF5D-44E4F1A719C7
Add
Cancel

Click **Check for license update**. Verify that the license is right, and then click **Confirm**.



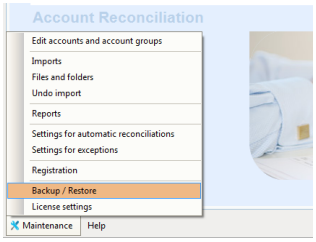


If you have any problems with your license, please contact Adra Match Support.

Backup and restore

If your SQL-server is not set up to do backups automatically, you can do a backup manually. If you encounter problems with the program, Adra Match support can ask you to do a backup and send it to them.

Select **Maintenance → Backup / Restore**.



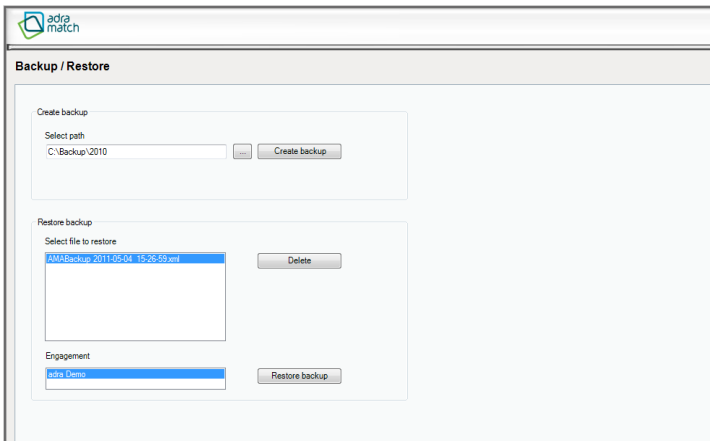
Create backup

Select path to backup folder. Click **Create backup**.

Restore backup

Select path to backup folder, if not all ready selected. *Select file to restore*, click **Restore backup**.

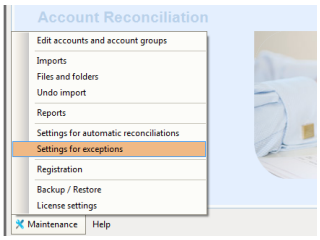
Backups will always be saved with the name “AmBackup YYYY-MM-DD HH-MM-SS.xml”. If Adra Match support asks you to send them a backup, go to the backup folder, right click on the backup file and select **Send To → Compressed (zipped) Folder**. Send the ZIP – file you created to Adra Match support.



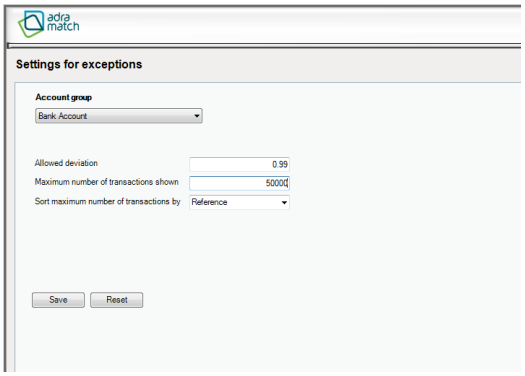
Settings for exceptions

Set the allowed deviation for interactive/manual reconciling. When reconciling with a deviation, a balancing transaction with the deviation amount will be saved as an open transaction in Adra Match Accounts. Correct this transaction in your ledger and when a file containing the adjustment is imported into Adra Match Accounts it will clear the open deviation amount thus returning to a reconciled position.

Select **Maintenance → Settings for exceptions**



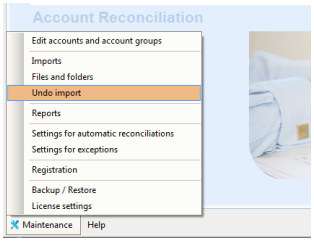
Select the Account group that you want to change the values to. Enter the deviation you want to allow in the *Allowed deviation* field. If you have large amounts of open transactions, you can enter the *Maximum number of transactions shown* to display per page in Exceptions and the sort order of them. Click **Save** and **Close maintenance**.



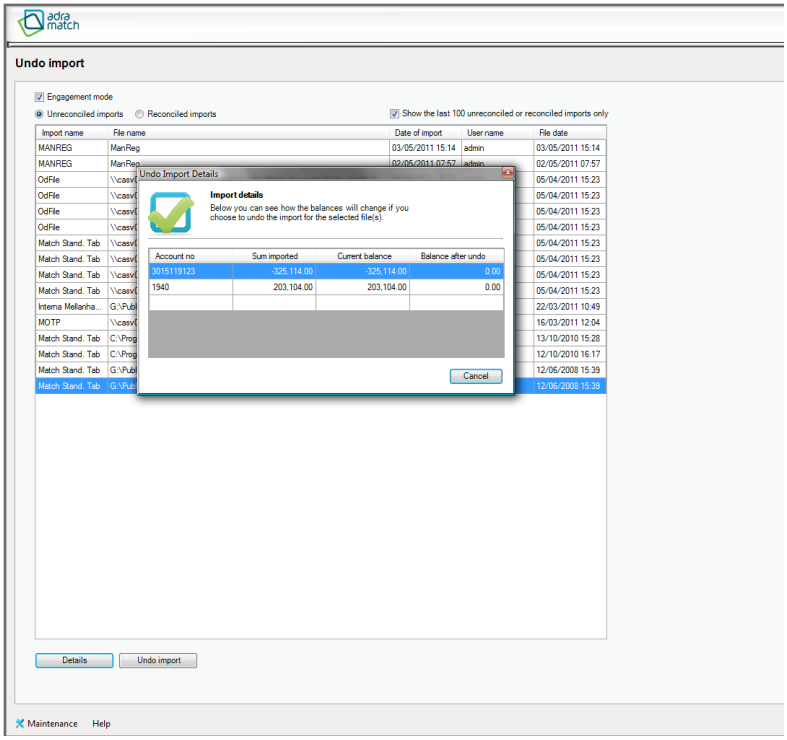
Undo import and reconciliation

Imported files with reconciled transactions will not appear in the list. To undo the import of a file with reconciled transactions, you first have to undo the reconciliation of those transactions, and then undo the import of the file.

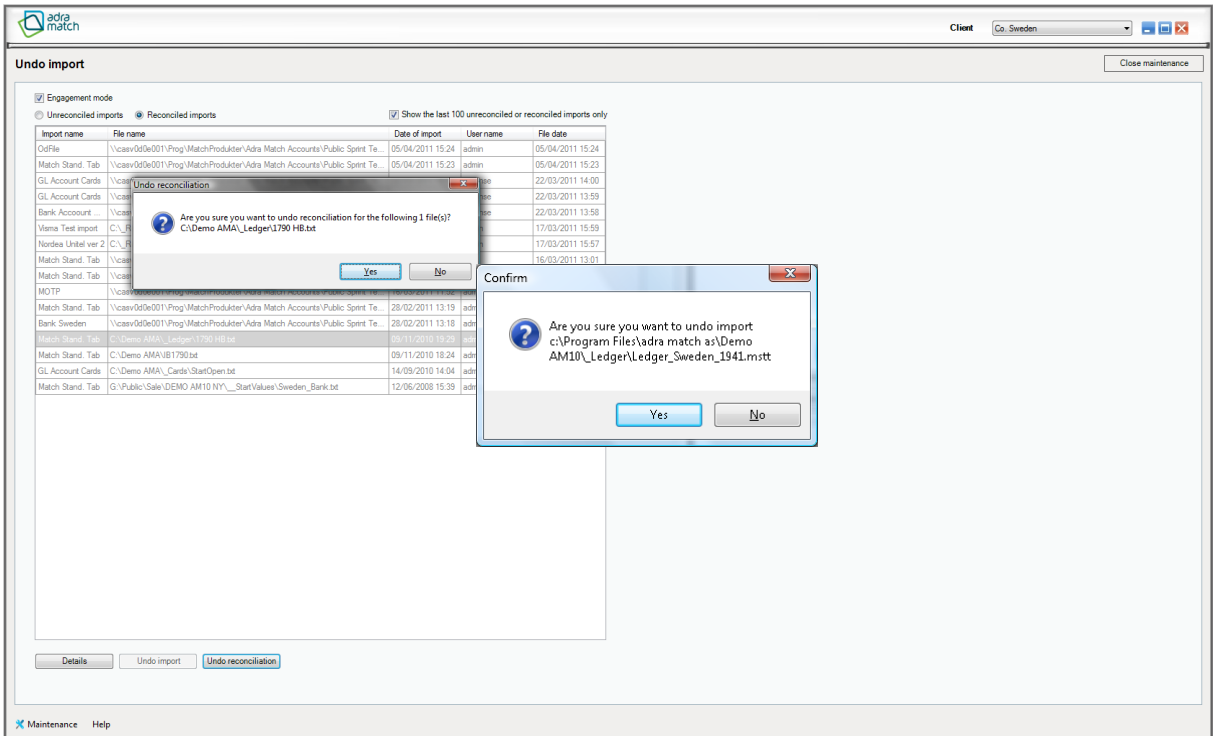
Select **Maintenance → Undo import**.



Select the file or files you wish to undo. If you logged in as admin, select *Engagement mode* to see the files imported to all clients. You can click on the button **Details** to see the impact on balance the **Undo import** will have on the selected file or files. Click **Undo import**. Click **Yes** to confirm. If the file or files you want to undo do not appear in the list, select **Reconciled imports.**



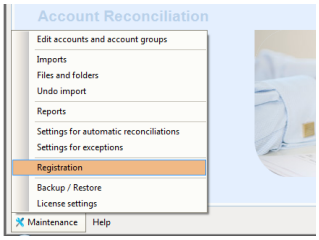
Before you undo the reconciliation for a selected file or files, you can click on the button **Details** to see the impact on balance the **Undo import** will have. If you still want undo the reconciliation on the selected file or files, close the *Undo Import Details* window and click Undo reconciliation. When you unreconciled the selected file or files, select Unreconciled transactions to undo the import.



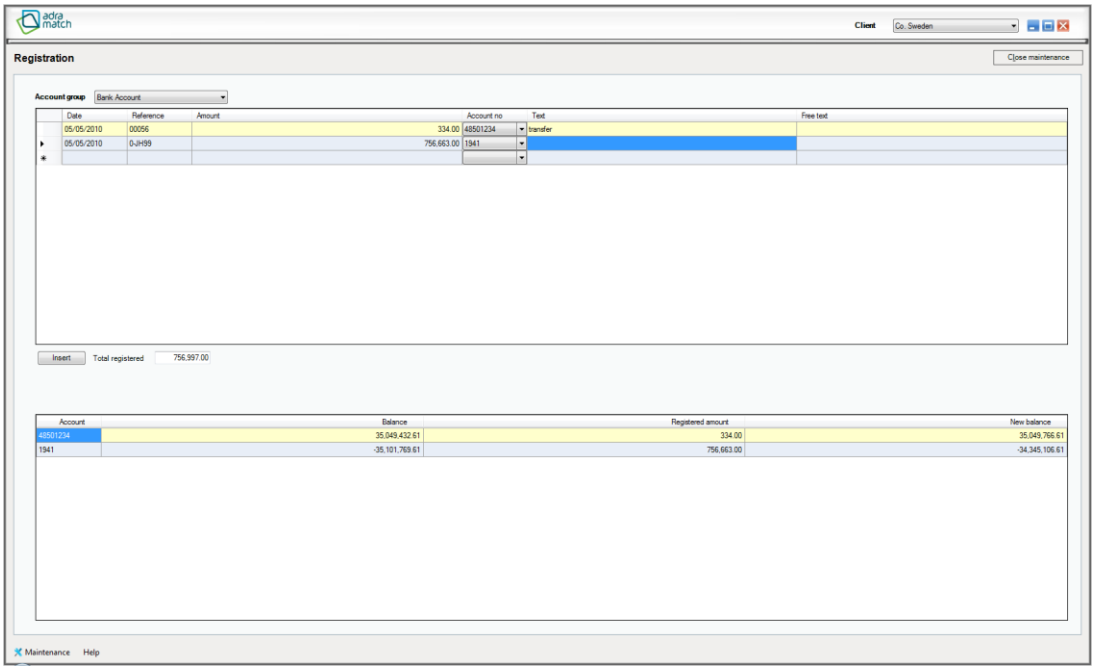
Manual registration

Manual registration is used to add transactions manually to an account.

Select **Maintenance → Registration**



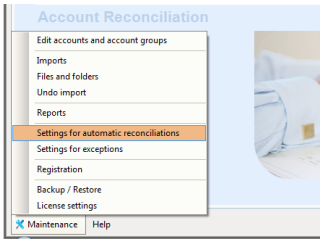
Select Account group. Register the transactions in the top window. In the window below all the registered transactions are shown. Do not forget to select the correct account. When all transactions are registered, click **Insert** to add the transactions to the reconciliation.



Settings for automatic reconciliation

This is where you manage your settings/rules for automatic reconciliation. You can add settings to reconcile one to one, many to one, many to many, or within an account. You can reconcile on parameters texts, amounts and dates.

Click *Automatic*. Click **Settings → Settings for automatic reconciliation**



"Reconcile general" Reconciliation rules

Settings

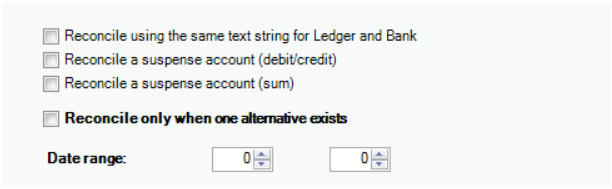
Reconcile using the same text string for Ledger and Bank – Only reconciles if the information in the bank and ledgers text string are the same. For example if the text "OCR" is in both sides' text strings.

Reconciliation within an account (debit/credit) – Reconciles one debit transaction against one credit transaction within one account. The transactions must be within the allowed *Date deviation.* The account must be set to *Interim*.

Reconcile a suspense account (sum) – Reconciles one or more transactions within the same account with the same text string. The setting indexes on one column and tries to find a match within the same account with the same text string, which it then sums up to test to see if the sum is zero. The transactions that are summed up must be within the set date deviation. Remember to set the account to *Interim* to use this reconciliation rule.

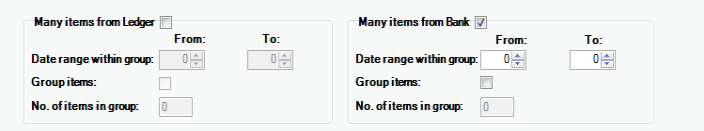
Reconcile when only one alternative exists –Reconciles provided that only one alternative exists within the allowed date deviation, you just need to create a new setting, give it a Name, select "Reconcile when only one alternative exists", set a date deviation and click Save.

Date deviation – This is the deviation between transactions on the left and right side (often the bank and ledger accounts.). The deviation can be set to reconcile transactions booked before or after the transaction you are reconciling.

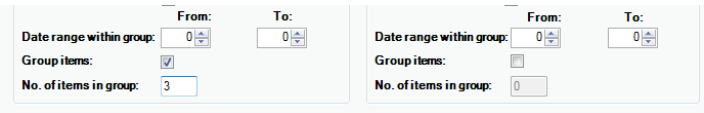

Reconcile using the same text string for Ledger and Bank
Reconcile a suspense account (debit/credit)
Reconcile a suspense account (sum)
Reconcile only when one alternative exists
Date range:
0
0

Many items from...

Select if you want to reconcile One to Many, Many to One or Many to Many. If the transactions in the bundle you want to reconcile are booked on different days, you have to set a **Date deviation within the bundle**.

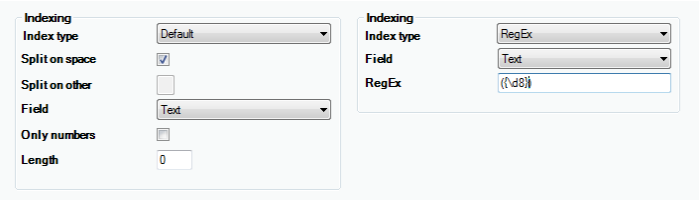


If you know that just a known number of the transactions found on the “Many”-side in a One to Many, Many to One or Many to Many reconciliation rule matches the other side. For example 3 out of 5 transactions on the same day on the Ledger-side, match a single transaction on the Bank-side. Select *Bundle combinations* on the Ledger-side and set the value to 3 in *Items returned*. Adra Match Accounts will now try to find all unique combinations of 3 out of the 5 transactions in the bundle and try to match the single transaction on the Bank-side.



Indexing

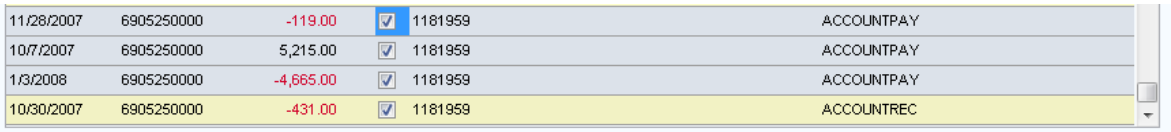
You can select two different index types. **Default** creates the index by splitting the text **on space** or **on other**. You can also select which **Field** you want to create an index from, and if the “word/string” is only numbers, and length of the “word/string”. “0” as Length will Index “words/strings” of all lengths. **RegEx** creates an index item from the Value of a Named Value that is defined in the regular expression. You can find more information on Regular Expressions on the internet.



Examples

Default indexing

On the image below you can see four transactions, three from ACCOUNTPAY and one from ACCOUNTREC. The three transactions on ACCOUNTPAY have the same amount as the single transaction on ACCOUNTREC. The smallest +/- date devition between ACCONTPAY and ACCOUNTREC is +23 days (5,215.00 and -431.00), and the largest deviation within the ACCOUNTPAY bundle is +88 days (5,215.00 and -4,665.00).



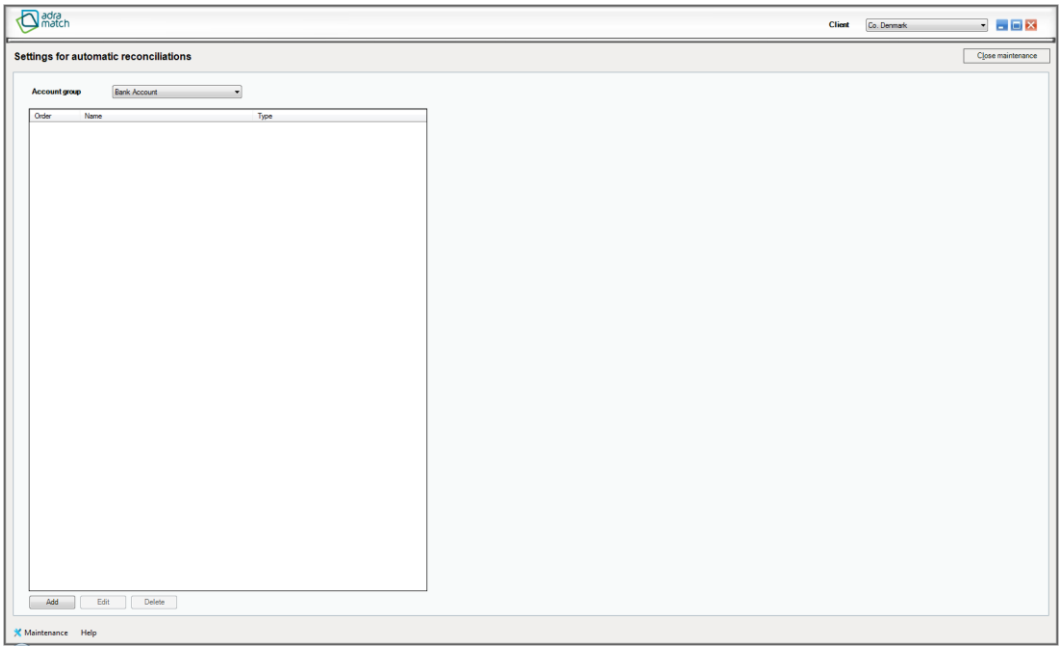
11/28/2007	6905250000	-119.00	☑	1181959	ACCOUNTPAY
10/7/2007	6905250000	5,215.00	☑	1181959	ACCOUNTPAY
1/3/2008	6905250000	-4,665.00	☑	1181959	ACCOUNTPAY
10/30/2007	6905250000	-431.00	☑	1181959	ACCOUNTREC

Below you can see the reconciliation rules with Indexing **Default** to the left, and Indexing **RegEx** to the right.

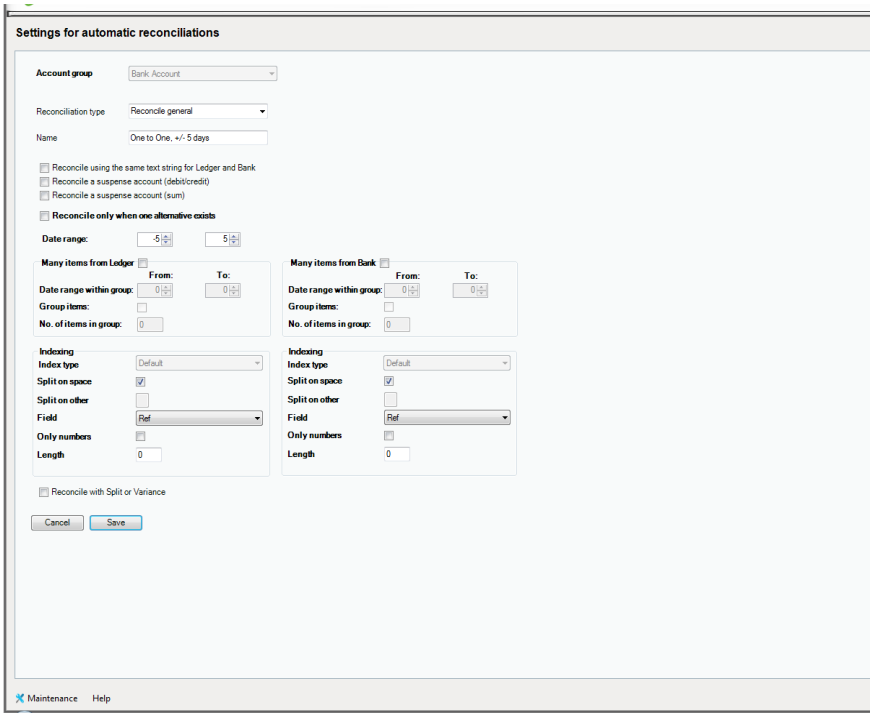
Create a One to One reconciliation

It is easy to create a reconciliation rule that reconciles one transaction from the left side, often the ledger account, against one transaction from the right side, often the bank account, within a date deviation.

Start by selecting **Settings for automatic reconciliation** from Maintenance. Select the **Account group** you want to add the reconciliation rule to. Click **Add**.



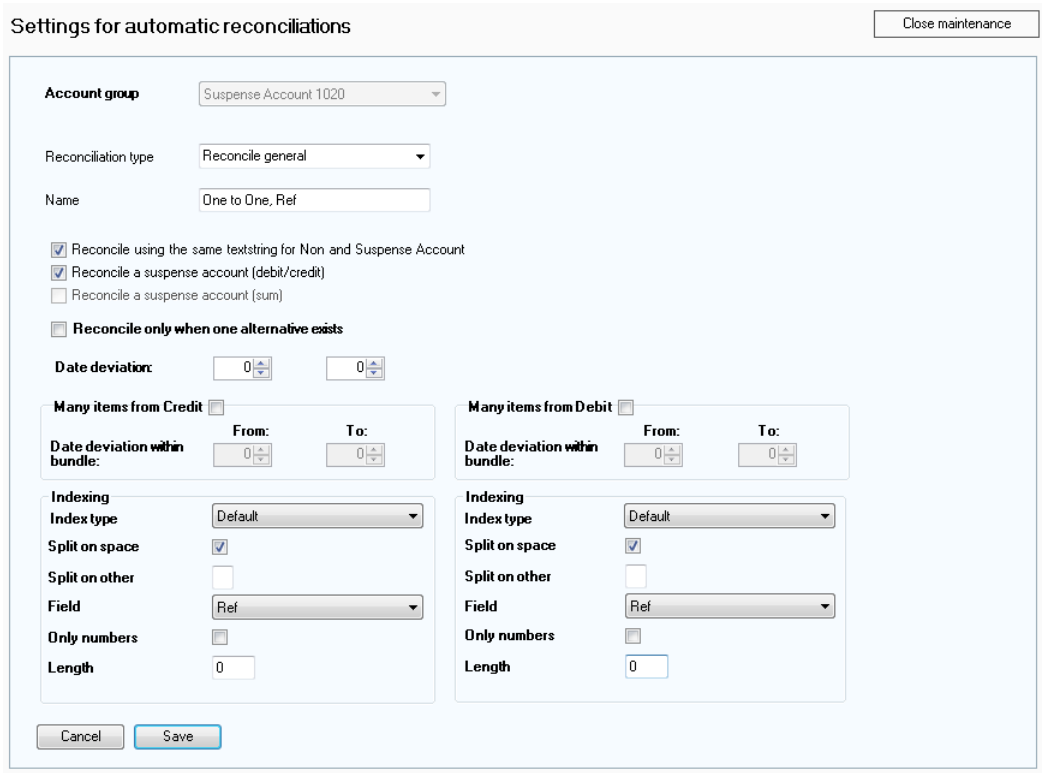
Give the reconciliation rule a clearly descriptive name. Then select the date deviation. In this case we want to reconcile transactions against one another, with the same amount, that deviates +/- 5 days. Set the **Date deviation** to -5 and 5. Click **Save.**

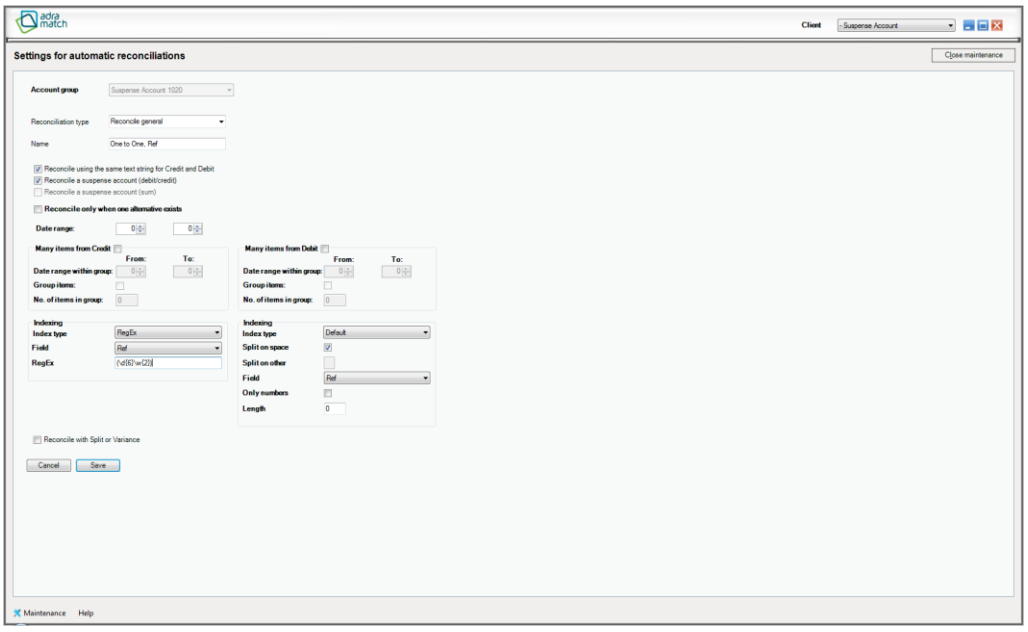


You can also create a One to One reconciliation rule that checks if a text string, or a part of text string is alike on the two transactions. In the example below the transactions we are about to match if from the same account, one debit and one credit. The date and reference number is the same.

8/31/2007	105306LB	366.00	☑	Text	1020
8/31/2007	105306LB	-366.00	☑	Text	1020

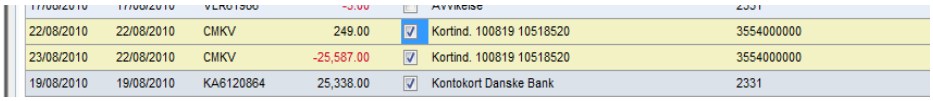
Below you see how the rule should set up. You can of curs RegEx Indexing here to. The Regular Expression could look like this “(\d{6}\w{2})”.





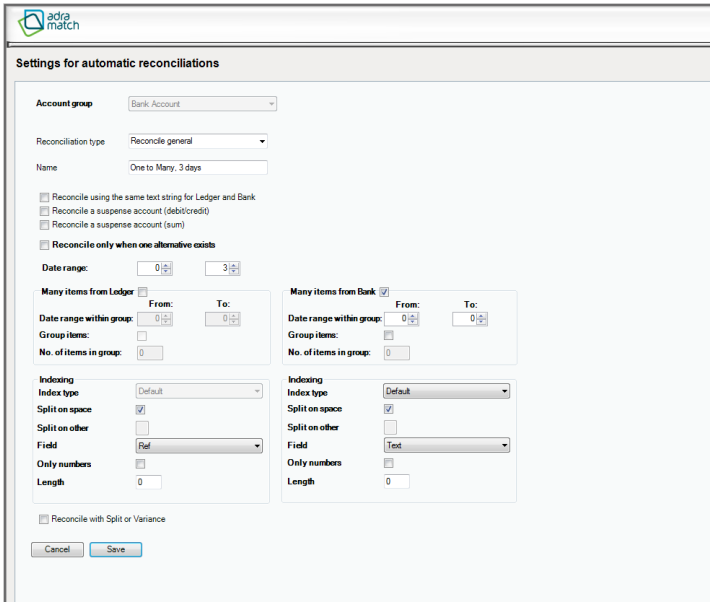
Create a 'One to Many' or 'Many to One' reconciliation rule

On the picture below you can see two payments on the bank account, which combine to the same amount as the single ledger booking on account 2331. The payments on the bank are booked on the same date and 3 and 4 days later than the ledger booking. The text is the same on the payments from the bank.



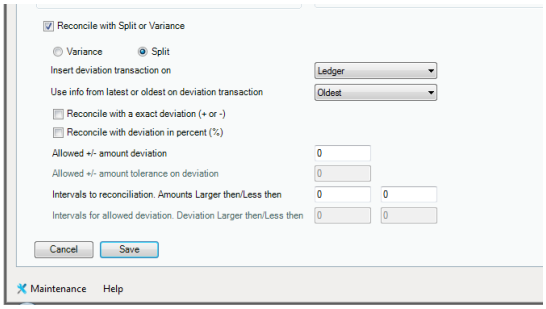
22/08/2010	22/08/2010	CMKV	249.00	☑	Kortind. 100819 10518520	3554000000
23/08/2010	22/08/2010	CMKV	-25,587.00	☑	Kortind. 100819 10518520	3554000000
19/08/2010	19/08/2010	KA6120864	25,338.00	☑	Kontokort Danske Bank	2331

Now we are going to set up a reconciliation rule for the example above. Create a new reconciliation rule. Give the reconciliation rule a descriptive name. We know from the example above that it is 3 days between the ledger booking and the two payments from the bank. Set Date deviation to 3 in the right-side box. We also know that we have more than one transaction from the bank and that they are booked on the same date. Select **Many items from bank**. Because the bank transactions are on the same day, you do not have to set any **Date deviation within group**. In Indexing you just select Text Field. Click **Save**.



Automatic reconciliation with Variance or Split

Select the *Reconcile with Variance and Split* checkbox on the reconciliation rule to enable automatic reconciliation with variance or split. The automatic reconciliation with variance or split can be added to all reconciliation rules, accept when you selected the option *Reconcile a suspense account (sum)*.



Select if you want to reconcile with **Variance** or **Split**. To learn more, read about it in the section “Reconcile transactions with deviation”.

Insert deviation transaction on – To be selected if you want to insert deviation on the ledger side or Bank side (Left or Right).

Use info from latest or oldest on deviation transaction – If you reconcile many to one or many to many, you can select from which of the “many” transaction, oldest or newest, to save the info from.

Reconcile with an exact deviation (+ or -) – Select this option if you only want to reconcile transactions with an exact deviation. To only reconcile transactions that are 20£ less on the bank side then on the ledger side, you need to select this option and set Allowed + or - amount deviation to -20.

Reconcile with deviation in percent (%) – Select this option if you want to reconcile transactions with a percentage difference.

Allowed +/- amount deviation – Enter the (+/-) amount deviation you want to allow. If you enter 5.00, the rule will reconcile all transactions where the amount of the right-side transaction(s) is between 5.00 amount units less to 5.00 amount units larger than the amount of the left-side transaction(s).

Allowed + or - amount deviation – Enter the (+ or -) amount deviation you want to allow. If you enter 25.00, the rule will reconcile all transactions where the amount of the right-side transaction(s) is 25.00 amount units less than the amount of the left-side transaction(s). Enter a negative amount deviation like this -25.00.

Allowed +/- percent deviation – Enter the (+/-) percent deviation you want to allow. If you enter 1.50, the rule will reconcile all transactions where the amount of the right-side transaction(s) is between 1.50 % less to 1.50 % larger than the amount of the left-side transaction(s).

Allowed + or - percent deviation – Enter the (+ or -) percent deviation you want to allow. If you enter 0.10, the rule will reconcile all transactions where the amount of the right-side transaction(s) is 0.10 amount units less than the amount of the left-side transaction(s). Enter a negative percent deviation like this -0.10

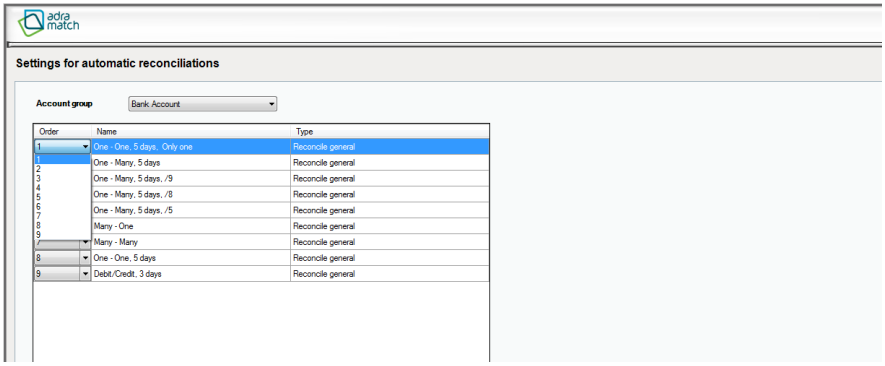
Allowed +/- amount tolerance on deviation – This option is only active if you have the option "**Reconcile with an exact deviation (+ or -)**" selected. Enter the (+/-) tolerance you want to allow on the exact deviation. If you enter a 0.10 on this value, and have an exact deviation of 1.00, the rule will reconcile transactions where the amount on the right-side is 0.90 to 1.10 amount units larger the amount on the left-side.

Intervals to reconciliation. Amount Larger then/Less then – This value selects which transactions to reconcile. If you enter 0.00 in the first box and 1.00 in the second box, only transactions with the amount -1.00 to 0.00 on the left-side, and transactions with the amount 0.00 to 1.00 on the right-side will be reconciled.

Intervals for allowed deviation. Deviation Larger then/Less then – This option is only active if you have the option "**Reconcile with deviation in percent (%)**" selected. If you enter 1.00 in the first box and 10 000.00 in the second box, the rule will only reconcile transactions with the amount from -10 000.00 to -1.00 and 1.00 to 10 000.00.

Set the order of automatic reconciliation rules

Click on the dropdown in the Order column to select the priority order of the reconciliation rules. It is good practice to start with the tightest rules e.g. *One to One* match with a short date deviation before *One to Many* or many to one rules are processed.



Actions to perform after import

This feature can be used to run actions or tasks after import.

Data enrichment with regular expressions (Find Expression and add new)

This feature can find an expression, by using Regular Expressions, in a text column that exists in the selected import and database, and insert a new value into an existing or new column. This will only be performed on the imported file.

Select import. Select **Find Expression and add new** and click on the button to the left of the option to open the settings window.

Enter your Regular Expression on the column **Find expression**. If you if you enter a number or text in the Find expression column, the function will search for it in the select **In column**. Select your **In column** from the dropdown. Enter the text and/or number you want to insert into the new or existing, the insert will only happen if the imported text column (In column) contains the Find expression value. Enter the name of the new or existing column in the **Into column** and select a account. Click Save.

Regular Expressions can be used with numbered groups. Example if you would like to extract a number from a column containing the text "Check nr. 4358". Enter the Regular Expression "Check nr. (\d{4})" into the **Find expression** column and "$1" in the **Insert text** column, the number "4358" will be inserted in to the new or excising column.